



TENNESSEE DEPARTMENT OF CORRECTION

TENNESSEE CORRECTION ACADEMY

"Leading by Positive Example"

Training Course Catalog – FY 2019 – 2020



TENNESSEE CORRECTION ACADEMY TRAINING ENROLLMENT INFORMATION

The Tennessee Correction Academy is proud to provide the training opportunities listed in this catalog. If you have any questions concerning any of our programs, contact your facility Training Coordinator/Specialist or you may contact any of the following people for further enrollment information.

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TENNESSEE DEPARTMENT OF CORRECTION

MISSION

To operate safe and secure prisons and provide effective community supervision in order to enhance public safety

VISION

To be recognized as the best correctional agency in the nation.

GUIDING PRINCIPLES

We

- believe in and support the mission of our agency and our team.
- will treat all people fairly.
- will not purposely compromise public safety.
- will stand behind our word.
- will protect each other but not at the expense of compromising our integrity.
- will always accomplish our mission.

TENNESSEE CORRECTION ACADEMY

The Tennessee Correction Academy is proud of the training opportunities we provide the employees of the Tennessee Department of Correction. Our focus is to provide quality regimented pre-service training programs and specialty programs aimed at staff development, Supervisory and Management skills development and succession planning.

MISSION

To ensure state-of-the-art training to all employees whom we have the opportunity to serve.

VISION

The Tennessee Correction Academy, through a focus on professional service, will set the example for excellence in the delivery of criminal justice training.

VALUES

Implementing a targeted training system
Operating in a quality facility
Making training a clear priority

OUR MOTTO

ONE MISSION: To operate safe and secure prisons and provide effective community supervision in order to enhance public safety.

ONE MESSAGE: We will not compromise public safety.

ONE TEAM: We will carry out our mission and deliver our message as one team!

TABLE OF CONTENTS

Pre-Service Training Dates	6
Specialty Training Dates	7
Pre-Service Class Schedules and Course Descriptions	12
BCOT	13
BPOT	32
Specialty Training Class Schedules and Course Descriptions	49
Wardens Academy	50
Sergeant's Academy	53
Basic Correctional Executives Training	60
Instructor Development Course - Training for Trainers	62
New Supervisor Training	65
Firearms Instructor Training	68
Incident Command System Training	71
Institutional Field Training Officer Training	73
Advanced Law Enforcement Rapid Response Training (ALERRT)	75
Chemical Instructor Training	76
Disciplinary Board Training	77
Adult Transportation Officer Training	78
Visitation Supervisors Training	85
Hostage/Crisis Negotiator Course	86
Sanitation Officer Training	88
Crisis Intervention Training (CIT)	90
Workshops	92
In-Service Class Schedules	93

PRE-SERVICE TRAINING DATES – FY 2019 – 2020

Basic Correctional Officer Training - BCOT

CLASS NUMBER	DATE
501	8 July through August 2, 2019
502	5 August through 30 August 2019
503	9 September through October 4, 2019
504	14 October through November 8, 2019
505	18 November through December 20, 2019 (one week break 25 – 29 Nov)
506	January 6-31, 2020
507	February 3 through 28, 2020
508	March 9 through April 3, 2020
509	April 20 through May 15, 2020
510	May 26 through June 19, 2020

Basic Probation/Parole Officer Training - BPOT

CLASS NUMBER	DATE
501	July 15 through August 23, 2019
503	September 9 through October 18, 2019
504	October 27 through December 13, 2019 (one week break Nov 25-29)
506	January 13 through February 21, 2020
509	March 9 through April 24, 2020 (One week break Apr 13-17)
510	May 4 through June 12, 2020

SPECIALTY TRAINING DATES – FY 2019-2020

Additional training may be added based on Departmental initiatives and needs. Information will be provided to facilities regarding any additions or cancellations to this schedule.

Warden's Academy

WARDEN'S ACADEMY	
CLASS NUMBER	DATE
618	November 4-8, 2019
638	March 23-27, 2020, 2020

Sergeant's Academy

SERGEANT'S ACADEMY*	
CLASS NUMBER	DATE
607	August 19 through August 30 2019
622	December 9 through December 20, 2019
631	February 3 through February 14, 2020
645	June 8 through June 19, 2020

*Applications for the Sergeant's Academy are on the TDOC Intranet page under "[Training/Education/Talent Management/Sergeant's Academy](#)". Applications may be submitted at any time. Those selected will be notified as soon as possible. Those applications are to be submitted via Outlook to: BI_Sergeants_Academy

Basic Correctional Executive Training

BASIC CORRECTIONAL EXECUTIVE TRAINING	
CLASS NUMBER	DATE
607	August 20-22 and August 27-29, 2019
633	February 18-20 and February 25-27, 2020

Instructor Development Course T4T

INSTRUCTOR DEVELOPMENT COURSE (T4T)	
CLASS NUMBER	DATE
603*	July 22–26, 2019
611	September 16-20, 2019
617	28 October through 1 November 2019
629*	21-24 January 2020
632	12-14 February 2020
640	6-9-April 2020
650	15-19 June 2020

*Adjunct Instructor Course – Three day training Mon—Wed)

New Supervisor's Training (NST)

NEW SUPERVISOR TRAINING (NST)	
CLASS NUMBER	DATE
605	August 5-9, 2019
614	October 7-11, 2019
620	November 18-20, 2019
628	January 13-17, 2020
635	March 2-6, 2020
643	Apr 27 – May 1, 2020
646	May 18-22, 2020

Firearms Instructor Training

FIREARMS INSTRUCTOR TRAINING	
CLASS NUMBER	DATE
605	August 5-9, 2019
615	October 14-18, 2019
635	March 2-6, 2020
640	April 6-9, 2020

Firearms Instructor Workshops

FIREARMS INSTRUCTOR WORKSHOP	
CLASS NUMBER	DATE
613	October 1-2, 2019
640	April 7-8, 2020

Incident Command System (ICS)

INCIDENT COMMAND SYSTEM (ICS)	
CLASS NUMBER	DATE
619	November 12-14, 2019
635	March 2-4, 2019
647	May 26-28, 2020

Institutional Field Training Officer (IFTO) Training

INSTITUTIONAL FIELD TRAINING OFFICER (IFTO) TRAINING	
CLASS NUMBER	DATE
614	October 7-8, 2019

Institutional Field Training Officer (IFTO) Workshop

INSTITUTIONAL FIELD TRAINING OFFICER (IFTO) WORKSHOP	
CLASS NUMBER	DATE
614	October 9, 2018

ALERT Level 1 Training

ALERT LEVEL 1 TRAINING	
CLASS NUMBER	DATE
618	November 4-5, 2019
618	November 6-7, 2019
634	February 25-26, 2020
634	February 27-28, 2020
644	May 5-6, 2020
644	May 7-8, 2020

Chemical Agent Instructor Training

CHEMICAL AGENT INSTRUCTOR TRAINING	
CLASS NUMBER	DATE
614	October 7, 2019

Disciplinary Board Training

DISCIPLINARY BOARD TRAINING	
CLASS NUMBER	DATE
614	October 7-9, 2019

Adult Transportation Officers

ADULT TRANSPORTATION OFFICERS*			
WEEK 1 (PQC)		WEEK 2 (CLASSROOM/PRACTICAL)	
CLASS NUMBER	DATE	CLASS NUMBER	DATE
607	August 19-23, 2019	608	August 26-30, 2019
627	January 6-10, 2020	627	January 13-17, 2020
650	June 15-19, 2020	649	June 8-12, 2020

* Must complete both weeks of training for certification

Training Design Team

TRAINING DESIGN TEAM	
CLASS NUMBER	DATE
619	November 12-13, 2019
646	May 18, 2020

Visitation Supervisors Training

VISITATION SUPERVISORS' TRAINING	
CLASS NUMBER	DATE
614	October 7, 2019
635	March 2, 2020
646	May 18, 2020

Hostage Negotiators Training/Workshop

HOSTAGE NEGOTIATOR TRAINING/WORKSHOP	
CLASS NUMBER	DATE
619	November 12, 2019 (Hostage Negotiator Workshop)
636	March 9-13, 2020

Sanitation Officer Training

SANITATION OFFICER TRAINING	
CLASS NUMBER	DATE
614	October 7, 2018

Crisis Intervention Training

CRISIS INTERVENTION TRAINING*	
CLASS NUMBER	DATE
601	July 8-12, 2019
604	July 29 - August 2, 2019
606	August 12-16, 2019
610	September 9-13, 2019
613	September 30 - October 4, 2019
616	October 21-25, 2019
620	November 18-22, 2019
622	December 2-6, 2019
627	January 6-10, 2019
630	January 27-31, 2020
634	February 24-28, 2020
636	March 9-13, 2020
639	March 30 - April 3, 2020
642	April 20-24, 2020
645	May 11-15, 2020
648	June 1-5, 2020

* Attendance in Crisis Intervention Training is by invitation Only

PRE-SERVICE CLASS SCHEDULES AND COURSE DESCRIPTIONS

BASIC CORRECTIONAL OFFICER TRAINING – WEEK 1 SCHEDULE FY 19-20

MONDAY = 8.0	Training Module	Hrs.	Instructor(s)	Location
	Hostage Survival	2.0		
	Introduction to Incident Command System	1.0		
	First Aid and CPR certification	5.0		
TUESDAY = 8.0	Training Module	Hrs.	Instructor(s)	Location
	Basic Report Writing	2.0		
	Basic e-TOMIS	2.0		
	Counseling Skills	1.5		
	Psychological Testing	2.5		
WEDNESDAY = 8.0	Training Module	Hrs.	Instructor(s)	Location
	Security Threat Groups (STG) Identification	3.0		
	Victim Awareness	1.0		
	Cultural Diversity	2.0		
	Social/Cultural Lifestyles of Inmates	2.0		
THURSDAY = 8.0	Training Module	Hrs.	Instructor(s)	Location
	Inmate Disciplinary Procedures	2.0		
	Shared Security	2.0		
	Personal Searches	2.0		
	Cell/Area Searches	2.0		
FRIDAY = 8.0	Training Module	Hrs.	Instructor(s)	Location
	Legal and Professional Issues	2.0		
	Verbal Self-Defense	2.0		
	Recognizing Disturbances	2.0		
	Test Review	1.0		
	End of Week Test	1.0		

Total Hours: 40

Complies with ACA Standards 4-4084

BASIC CORRECTIONAL OFFICER TRAINING – WEEK 2 SCHEDULE FY 19-20

MONDAY = 8.0	Training Module	Hrs.	Instructor(s)	Location
	Inspection	1.0		
	Rookie Syndrome	1.5		
	Sudden In-Custody Death Syndrome (SICDS)	1.5		
	Tier Management	2.0		
	Intro to Drill & Ceremony	2.0		
TUESDAY = 8.0	Training Module	Hrs.	Instructor(s)	Location
	Security Procedures: Population Counts	1.5		
	Population Count Skills – Observation in all Areas	2.0		
	Security Procedures: Control of Gates, Perimeters & Security	1.5		
	Control of Gates, Perimeters & security Skills	1.5		
	Transportation/Inmate Escort/Vehicle Searches	1.5		
WEDNESDAY = 8.0	Training Module	Hrs.	Instructor(s)	Location
	Inspection	1.0		
	Supervision of Inmates: Dining Room/Yard Supervision	1.0		
	Dining Room/Yard Supervision Skills	2.0		
	Clinical Interviews / Job Shadowing	3.0		
	Drill & Ceremony (as time permits)	1.0		
THURSDAY = 8.0	Training Module	Hrs.	Instructor(s)	Location
	Inspection	1.0		
	Inmate Rules & Grievances	1.5		
	Radio Communication	2.0		
	Volunteers – Their Impact	1.5		
	Drill & Ceremony	1.0		
FRIDAY = 8.0	Training Module	Hrs.	Instructor(s)	Location
	Inspection	.5		
	TCA Overview / Expectations / Preparedness	2.5		
	Test Review	1.0		
	Written Test	1.0		
	Job Shadowing	3.0		

Total Hours: 40

BASIC CORRECTIONAL OFFICER TRAINING – WEEK 3 SCHEDULE FY 19-20

MONDAY = 9.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	7:00 - 8:30	Orientation	1.5		
	8:30 - 9:30	Formation/Drill & Ceremony/Inspection	1.0		
	9:30 - 11:00	Cadet Counts	1.5		
	11:00 - 12:00	Lunch			
	12:00 - 4:00	PT Overview/Nutrition/Flexibility	4.0		
	4:00 - 5:00	Dinner			
	5:00 - 6:00	Leadership Development	1.0		
TUESDAY = 9.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	7:00 - 8:00	Formation	1.0		
	8:00 - 11:00	Fitness Baseline Evaluation	3.0		
	11:00 - 12:00	Lunch			
	12:00 - 2:00	Conflict Resolution	2.0		
	2:00 - 4:00	Criminal Thinking	2.0		
	4:00 - 5:00	Dinner			
	5:00 - 6:00	Physical Fitness	1.0		
WEDNESDAY = 9.5	Time Block	Training Module	Hrs.	Instructor(s)	Location
	7:00 - 8:00	Formation	1.0		
	8:00 - 9:00	Time Management	1.0		
	9:00 - 10:30	Financial Management	1.5		
	10:30 - 11:30	Lunch			
	11:30 - 1:30	Staff Teamwork	2.0		
	1:30 - 3:00	Interpersonal Communication	1.5		
	3:00 - 4:00	Work Ethics	1.0		
	4:00 - 5:00	Dinner			
THURSDAY = 9.5	Time Block	Training Module	Hrs.	Instructor(s)	Location
	7:00 - 8:00	Drill & Ceremony	1.0		
	8:00 - 9:00	Use of Force Law	1.0		
	9:00 - 10:00	Use of Force Policy & Continuum	1.0		
	10:00 - 11:00	Use of Force Question & Answer Session	1.0		
	11:00 - 12:00	Lunch			
	12:00 - 2:00	Report Writing/Forms	2.0		
	2:00 - 4:00	Segregation	2.0		
	4:00 - 5:00	Dinner			
FRIDAY = 3.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	6:00 - 7:00	Linen Exchange/Housekeeping			
	7:00 - 9:00	Physical Fitness Training	2.0		
	9:00 - 10:00	Formation/Dismissal	1.0		

BASIC CORRECTIONAL OFFICER TRAINING – WEEK 4 SCHEDULE FY 19-20

MONDAY = 9.5	Time Break		Training Module	Hrs.	Instructor(s)	Location
	7:00 - 8:00		Formation	1.0		
	8:00 - 9:30		Firearms – Policy, Procedure and Safety	1.5		
	9:30 - 10:30		Firearms – Revolver	1.0		
	10:30 - 11:30		Lunch			
	11:30 - 12:30		Firearms – Shotgun	1.0		
	12:30 - 4:00		Firearms – Practical	3.5		
	4:00 - 5:00		Dinner			
TUESDAY = 9.5	Time Block		Training Module	Hrs.	Instructor(s)	Location
	7:00 - 8:00		Formation	1.0		
	8:00 - 10:30		Range Familiarization	2.5		
	10:30 - 11:30		Lunch			
	11:30 - 2:00		Firearms Skills	2.5		
	2:00 - 3:00		Firearms Pre-Test Review	1.0		
	3:00 - 4:00		Firearms Test / Remedial (if necessary)	1.0		
	4:00 - 5:00		Dinner			
WEDNESDAY = 9.0	Time Block		Training Module	Hrs.	Instructor(s)	Location
	7:00 - 10:30		Firearms Qualification	3.5		
			Uniform Issue			
	10:30 - 11:30		Lunch			
	11:30 - 3:00		Firearms Qualification	4.5		
			Uniform Issue			
	3:00 - 4:00		Weapons Maintenance	1.0		
	4:00 - 5:00		Dinner			
THURSDAY = 9.0	Time Block		Training Module	Hrs.	Instructor(s)	Location
	7:00 - 10:30		Electronic Restraint Devices	3.5		
	10:30 - 11:30		Lunch			
	11:30 - 12:30		ERD Test	1.0		
	12:30 - 4:00		RACC Belt/Taser/Stun-Cuff Overview	3.5		
	4:00 - 5:00		Dinner			
	5:00 - 6:00		Physical Fitness	1.0		
FRIDAY = 3.0	Time Block		Training Module	Hrs.	Instructor(s)	Location
	6:00 - 7:00		Linen Exchange/Housekeeping			
	7:00 - 7:30		Formation/Room Inspections			
	7:30 - 9:30		Re-fires (if needed)			
	7:30 - 9:30		Physical Fitness	2.0		
	9:30 - 10:30		Formation/Dismissal	1.0		

Total Hours: 40.0

Participants:

BASIC CORRECTIONAL OFFICER TRAINING – WEEK 5 SCHEDULE FY 19-20

MONDAY = 9.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	7:00 - 8:00	Introduction to Defensive Tactics/ Safety	1.0		
	8:00 - 10:30	Defensive Tactics (Stance/Strikes)	2.5		
	10:30 - 11:30	Lunch			
	11:30 - 1:30	Defensive Tactics (Stance/Strikes)	2.0		
	1:30 - 4:00	Defensive Tactics (CQPD, Post to Hook)	2.5		
	4:00 - 5:00	Dinner			
	5:00 - 6:00	Defensive Tactics (Review)	1.0		
TUESDAY = 9.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	7:00 - 10:30	Defensive Tactics (Chokes and Body Locks)	3.5		
	10:30 - 11:30	Lunch			
	11:30 - 4:00	Defensive Tactics (Control Techniques)	4.5		
	4:00 - 5:00	Dinner			
	5:00 - 6:00	Defensive Tactics (Review)	1.0		
WEDNESDAY = 10	Time Block	Training Module	Hrs.	Instructor(s)	Location
	7:00 - 10:30	Defensive Tactics (Ground Defense)	3.5		
	10:30 - 11:30	Lunch			
	11:30 - 1:00	Defensive Tactics (Weapons Retention)	1.5		
	1:00 - 2:30	Chemical Agents	1.5		
	2:30 - 4:00	Chemical Agents (Inert Drills)	1.5		
	4:00 - 5:00	Dinner			
THURSDAY = 8.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	7:00 - 10:30	Defensive Tactics (Blunt and Edged Weapons)	3.5		
	10:30 - 11:30	Lunch			
	11:30 - 4:00	Defensive Tactics (Skills Test/Scenarios)	4.5		
	4:00 - 5:00	Dinner			
FRIDAY = 4.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	6:30 - 7:30	Linen Exchange/Housekeeping			
	7:30 - 9:30	Basic Restraints	2.0		
	9:30 - 11:30	Cell Extraction Overview/Therapeutic Restraints	2.0		

Total Hours: 40.0

Participants:

Note: Breaks are incorporated by utilizing the 50-minute Academic Hour.

BASIC CORRECTIONAL OFFICER TRAINING – WEEK 6 SCHEDULE FY 19-20

MONDAY = 9.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	7:00 - 8:00	Inspection	1.0		
	8:00 - 10:30	Photographs	2.5		
	10:30 - 11:30	Lunch			
	11:30 - 1:30	Visitation	2.0		
	1:30 - 2:30	Crime Scene Protection	1.0		
	2:30 - 4:00	Effective Courtroom Testimony	1.5		
	4:00 - 5:00	Dinner			
	5:00 - 6:00	Physical Fitness	1.0		
TUESDAY = 9.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	7:00 - 11:00	Practicum	4.0		
	11:00 - 12:00	Lunch			
	12:00 - 3:00	Segregation	3.0		
	3:00 - 4:00	Final Exam Review	1.0		
	4:00 - 5:00	Dinner			
WEDNESDAY = 9.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	7:00 - 11:00	Practicum	4.0		
	11:00 - 11:00	Lunch			
	12:00 - 3:00	Contraband & Search	3.0		
	3:00 - 4:00	Final Exam Review	1.0		
	4:00 - 5:00	Dinner			
THURSDAY = 9.5	Time Block	Training Module	Hrs.	Instructor(s)	Location
	7:00 - 8:00	Inspection	1.0		
	8:00 - 10:30	Practicum	2.5		
	10:30 - 11:30	Lunch / Military Veterans Meeting			
	11:30 - 12:30	Course Evaluation/Administrative Meeting	1.0		
	12:30 - 4:00	Graduation Rehearsal	3.5		
	4:00 - 5:00	Dinner / Education Information Meeting			
	5:00 - 6:30	Final Physical Fitness Evaluation	1.5		
FRIDAY = 3.5	Time Block	Training Module	Hrs.	Instructor(s)	Location
	6:00 - 7:00	Linen Exhcnage/Housekeeping			
	7:00 - 8:00	Formation/Room Inspection	1.0		
	8:00 - 9:45	Meeting with Drill Instructor(s)s	1.75		
	9:45 - 10:30	Graduation Preparation	.75		
	10:30 - 11:30	Graduation			

Total Hours: 40.0

Participants: 97

Note: Breaks are incorporated by utilizing the 50-minute Academic Hour.

BASIC CORRECTIONAL OFFICER TRAINING – WEEK 1

Hostage Survival

This course is designed not only to teach the cadet how to enhance their chances for survival in a hostage situation but to educate them in some of the procedural responses involved in successfully resolving a hostage situation.

Introduction to Incident Command System

This lesson plan introduces TINCOM - Tennessee Incident Command for Corrections and provides participants with a fundamental understanding of line level response to emergencies in an institutional setting.

First Aid

Correctional employees face the possibility of having to administer emergency first aid on a daily basis. The purpose of this course is to provide them with the skills and knowledge to accomplish these life saving techniques.

Basic Report Writing

This lesson plan introduces the students to what constitutes a written report and why it is essential to be clear and concise. They will be introduced to the role of written reports as used to effectively discipline inmates and defend themselves in legal processes. These principles will be presented through lecture, discussion, and practicums. The student will write two reports one of which will be a skills test.

Basic E-TOMIS

The participant will learn how to sign on to the E-TOMIS training environment. The instructor(s) will guide the student through the step-by-step process of entering an incident and a disciplinary report onto E-TOMIS. If time allows, a practice incident/disciplinary will also be entered. The student will then be required to demonstrate proficiency by entering an incident and disciplinary report on TOMIS as a skills test.

Counseling Skills

All staff interacting on a regular basis with offenders have daily opportunities to encourage them to change their thinking and subsequently their behavior. Cognitive-behavioral therapy is one of the techniques that can be used as part of the effort to rehabilitate inmates. This type of technique is used in a variety of treatment programs and other staff can support that effort if they are knowledgeable of how it works. Cognitive-behavioral therapies combine cognitive and behavioral techniques to help offenders to identify and correct faulty thinking as it relates to behavior.

Psychological Testing

Participants will be administered a mental health examination by a mental health professional. If the participant is not certified, they will not be allowed to continue in the program.

Security Threat Groups (STG)

The American Correctional Association concluded years ago that street gangs were slowly becoming the prison gangs of the future. Our prison population has undergone a dramatic change over the past 10 years with an increasing number of inmates who are younger, more violent and have been identified as being members or associates of organized groups. This has created cause for concern for the safety and security of our institutions. Each of you must possess an awareness of the dangers and problems that are unique to the management and control of these inmates. An important first step to effective management is simply the recognition and identification of those inmates who fall into these categories. This course is designed to provide you with information which will allow you to recognize inmates who may be potentially threatening to institutional security and how TDOC attempts to manage the problem.

Victim Awareness

The trauma that victims experience when encountering their offender is immeasurable. This class will examine and discuss the victim's experience and how we as a department may be able to minimize the trauma of the victim seeing their attacker again during parole hearings or other victim/offender program meetings. Professional, nonjudgmental demeanor of institutional staff toward visitors will also be discussed.

Cultural Diversity

Cultural issues are personal; they get to the heart of what you think about people, but rarely reveal. We may fear that we will offend others if we voice our opinion or thoughts on racial, ethnic, gender, or other such issues. We must be able and prepared to deal effectively with a wide variety of people; the key word here is effectively. The purpose of this course is to explore ways to work with our cultural differences, not let them be stumbling blocks.

Social/Cultural Lifestyles of Inmates

This course will identify and examine the two social structures that exist in the prison setting; that of staff and that of inmates. The staff structure is based on policies and procedures, while the inmate social structure is more "informal" - based largely on feelings and values of the inmate population. The course will also cover both the employee code and the inmate code. The interaction between these two generally opposing groups will be addressed by some general rules that should be recognized and applied. This course will also provide a view of the unique differences that occur when dealing with female inmates as well as some of the reasons for these differences.

Inmate Disciplinary Procedures

TDOC employees are sworn to faithfully discharge duties and to avoid ill treatment or abuse of inmates under their charge. Each TDOC employee who has direct contact with inmates is required by policy #502.01 to enforce inmate regulations. This course will enable trainees to successfully carry out this requirement.

Shared Security

Regardless of job classification, every correctional employee's primary concern must be the safety and security of the institution. Inmates can and will take advantage of non-security staff members to acquire items of benefit in an escape attempt, obtain contraband, or just to be the recipient of "favors". Non-security personnel do not receive the degree of training on security issues that is provided correctional officers. Unfortunately, neither do they have the daily reinforcement of the importance of security concerns. This class is designed to emphasize the importance of security to all personnel, regardless of job classification.

Personal Searches

The overall safety and security of any correctional facility relies greatly upon the ability and the willingness of the employee to perform a thorough, effective search. During this class, we will take an in-depth look into the body search, the types of body searches, and the proper procedures and performance of these searches. Effective searches are one of the primary defenses against escape and other breaches of institutional security. (Reference Policy # 506.06)

Cell/Area Searches

The purpose of this course is to explain the need for searches as well as demonstrate proper procedures for conducting them. This course will also discuss the procedures for cell inspections. The participants will then demonstrate proficiency by performing a cell/area searches under supervision and noting the location of all contraband discovered. Following the class, participants will be given the opportunity to search cells and areas within the facility.

Legal and Professional Issues

This is a lecture and activity-based course designed to familiarize the new correctional employee with Constitutionally-protected inmate rights and the employee's professional responsibility as it relates to safeguarding those rights and professionalism. During the course, students will be given instruction on procedures for avoiding behavior or appropriately responding to inmate litigation.

Verbal Self Defense

This course is based on the concepts presented in Verbal Judo. Most confrontations with offenders are verbal and if handled properly by the officer (or other staff) are not likely to escalate into a physical attack. The problem is that we as correctional employees often let our ego, our biases, or personal feelings determine how we respond to a situation. These types of responses are not only unprofessional; they are likely to result in making the situation worse, even resulting in a physical attack. When we resort to these types of responses, it may be said (accurately) that the results are "our own fault." This course will provide the correctional employee with many valuable verbal "do's and "don'ts" during confrontations with inmates

Recognizing Disturbances

A riot is one of the most devastating events that can occur in a correctional facility related to the destruction, the potential for injury or death to both staff and inmates and the long-term trauma for those who may have been held hostage. Correctional riots are a part of our history and unfortunately, they are potentially a part of our future. It is vitally important, therefore, that everyone working in a correctional facility understand riots and disturbances-what they are and how they can be prevented.

BASIC CORRECTIONAL OFFICER TRAINING – WEEK 2

Rookie Syndrome

This course will include Identifying and discussing common problems and mistakes a new correctional officer will face. Solutions to problems and mistakes will be discussed in class as well as other sources for assistance the new correctional officer may turn to.

Sudden In-Custody Death Syndrome

Correctional Officers have a limited and largely inadequate set of tools to use to safely subdue violent aggressive inmates, according to a recent analysis done by the National Law Enforcement Technology Center about in custody deaths. The Center discovered evidence that unexplained in-custody deaths are caused, more often than is generally known, by a little known phenomenon called positional asphyxia. Correctional Officers need to be aware why these deaths occur and how to prevent them. Through lecture/discussion and video presentation, the instructor will identify the factors found to cause positional asphyxia. Recommendations for assuring offender safety and advisory guidelines for care of offenders will also be provided.

Tier Management

During this course the students will be given information and explanations regarding the purpose and fundamental reasoning for the Tier Management system used by TDOC. This course is designed to help students understand the rationale for this system and its importance in maintaining a secure environment for both staff and inmates.

Population Counts

This course is designed to teach participants the rationale for, and procedures used in conducting Inmate Population Counts, by examining the types, purposes, and principals involved. It will also examine common errors in Population Counting, stressing proper techniques and attitudes as the best way to avoid them. Following the classroom portion, participants will have an opportunity to observe counts being conducted and reported.

Control of Gates, Perimeters and Security and Skills

During this course, the instructor will explain how all TDOC institutions shall maintain safe and secure perimeters that are appropriate to their assigned security designation. The participant will be encouraged to participate through discussion, study and related reading of policies. Following the class, participants will have an opportunity to observe the operations of the gates and perimeters.

Transportation/Inmate Escort/Vehicle Searches

The proper procedures for the transportation and escort of inmates are an important function of any correctional system. Of primary importance during the transportation of inmates is both officer and inmate safety that also adequately protects the public. This course will concentrate on transportation rules and procedures and the

proper way to escort inmates in various situations. There will also be a component on the search of transport vehicles.

Dining Room/Yard Supervision and Skills

Any time you have inmates walking around outside of their housing units or gathered in one location, the potential for serious security and safety problems exist. Contraband being “smuggled” from one location to another, inmates being in unauthorized locations and/or loitering can lead to more serious issues such as assault, escapes, etc. In this course we will discuss these issues and ways to properly supervise inmate movement and small crowd gatherings. Following the class, participants will be given the opportunity to observe Dining Room and Yard procedures.

Clinical Review

The participants will meet with the Physician/ Mental Health professionals for a personal interview which will complete the Physical/Mental Health assessment process. Participants who are certified will continue in training.

Inmate Rules and Grievances

Participants will be given instruction regarding their responsibility in inmate grievance resolution. The purpose of the course is to inform the participants in methods of dealing with grievances to better resolve the inmate issues or differences at the lowest level possible. (Problem Solving, Written Communications, Timely Decision Making)

Radio Communications

The instructor will define and explain the nomenclature, operation, care, and security matters, pertaining to hand-held two-way radios. The instructor will demonstrate the proper use of a radio. Each trainee will practice and give a return demonstration in the proper use of the radio.

Volunteers: Their Impact

The purpose of this course is to acquaint employees with the volunteer program as it is set up in the Department of Correction and its impact on recidivism. Through a lecture and discussion session this course will inform the employee of the reason the department uses volunteers and the appropriate manner to process them in and out.

TCA Overview

This course is designed to introduce participants to the Tennessee Correction Academy (TCA), which is the Tennessee Department of Correction's (TDOC) primary training and staff development center. Participants will be given instruction on Academy rules and expectations and what to look forward to during their training at TCA.

BASIC CORRECTIONAL OFFICER TRAINING – WEEK 3

PT Overview/Nutrition/Flexibility

The course is designed to assist correctional staff in participating in a physical fitness program including injury preventing flexibility techniques and in creating and understanding the importance of nutritional goals which will allow them to make healthy dietary choices to give them the fuel and energy required while working in a physically and mentally demanding field.

Leadership Development

This course is designed to introduce the cadet to the core principles crucial to the development of effective leadership.

Conflict Resolution

Participants will receive instruction in problem-solving and proactive resolutions of conflict among staff members by supervisors and managers. Participants will become familiar with the employee Disciplinary process and the proper corrective actions to take in issuing disciplinary action.

Criminal Thinking

This course ensures Tennessee Department of Correction personnel receive the information necessary to effectively identify the beliefs that fuel common thinking errors and strategies to counteract those tactics.

Time Management

This lesson plan introduces correction officers to the essential time management tools needed to do long range planning and handle day to day projects and assignments.

Financial Management

Through lecture, discussion and small group exercise, this class is designed to assist correctional staff in analyzing and developing personal budgets which allow them to live within their means and resist short cuts which can result in professional disaster.

Staff Teamwork

This course is designed to develop team building skills, assess and develop leadership ability and to train staff in the principles of team decision making and problem solving. It is also a way to improve inter- cultural relations awareness. The instructor will divide the class into teams. The instructor will then lead the teams through a series of exercises or challenges that will require the team members to make informed decisions.

Interpersonal Communication

This course is designed to examine what it takes to communicate well in a correctional setting. This course helps

the participant understand the process by which people exchange information, feelings, and meaning through verbal and non-verbal messages.

Work Ethics

This course is designed to look at what it takes to be an ethical employee. The course focuses on workplace values such as coming to work on time, being punctual with regard to lunch breaks, abiding by rules and policies, respecting co-workers, being productive and serving TDOC inmates in a positive manner.

Inmate Religious Property

The course is designed to give participants an introduction into policy that regulates access to all religious resources for all inmates.

Use of Force Law

This course introduces participants to laws applicable to the use of force continuum with regard to balancing the needs of officers with ethical concerns for the rights and well-being of offenders.

Use of Force Policy

This course teaches participants the constraints on the use of force under TDOC policy to aid in the decision making process of determining the difference between anticipated and immediate use of force, when authorized to implement the use of force, identifying the equipment authorized for use, and the considerations for the applications of force, up to and including deadly force.

Use of Force Continuum

This course is designed to give participants an understanding of guidelines as to the degree of force appropriate in a given situation ranging from officer presence up and to the use of deadly force.

Report Writing

This course introduces the students to what constitutes a written report and why it is essential to be clear and concise. They will be taught the role of written reports as used to effectively discipline inmates and defend themselves in legal processes. These principles will be presented through lecture, discussion, and practicums. The student will write two reports one of which will be a skills test.

BASIC CORRECTIONAL OFFICER TRAINING – WEEK 4

Firearms Policy and Procedure

This course of instruction is designed to acquaint you with policies and procedures regarding use of deadly force, criteria for firearms qualification, and personnel authorized to carry firearms. Safety rules for the proper handling of firearms and inspection of ammunition will be discussed to provide for a safe environment during weapon qualification.

Firearms – Revolver

Trainees will receive instruction on the nomenclature of the revolver, which will help enable the trainee to perform adequate safety checks of the firearm. Fundamentals of effective marksmanship (breath control, sight alignment, trigger squeeze, stance, and grip) will be thoroughly explained. The proper method for loading, firing, and unloading as well as common malfunctions and methods of clearing these malfunctions will be covered. The student will also be presented ballistics information on the ammunition issued to them as well as how to properly clean the revolver. Techniques learned in the classroom will be applied on the range during the qualification period.

Firearms – Shotgun

Trainees will receive instruction on the nomenclature of the 12 gauge pump action shotgun. The ability to identify parts and their function will enable the trainee to perform adequate safety checks of the firearm. Fundamentals of effective marksmanship (breath control, sight alignment, trigger squeeze, stance, and grip) as these apply to the shotgun will be thoroughly explained. The proper method for loading, firing, and unloading the shotgun will be covered to ensure that the trainee is well versed in all aspects of safe handling and operation of the weapon. Trainees will be given the procedures they are to use when cleaning the shotgun. Techniques learned in the classroom will be applied on the range during the qualification period.

Range Safety/Familiarization

Before a trainee is allowed to participate in live firing drills on the firing range it is vital that each trainee be given ample opportunity to practice with each weapon in a safe environment until comfortable with each weapon. This course is designed to allow trainees the opportunity to practice handling, loading, and unloading each of the standard issue weapons fired on the range. Participants will practice loading and unloading .38 caliber revolvers, and 12 gauge shotguns using inert ammunition.

Firearms Skills

This is a skills based course that follows classroom instruction and safety instructions on the revolver and shotgun. The participant will demonstrate that they have an understanding of how the guns are loaded and fired while using dummy or inert ammunition. This course is designed to allow the participants to become familiar with each weapon prior to use with live ammunition.

Firearms Test

This is the written component of the firearms program utilized to test comprehension of material presented during the classroom lecture and the skills portion on the revolver and shotgun. Seventy-five percent comprehension is required to pass the test.

Firearms Qualification

Tennessee Department of Correction requires all Correctional Officers to qualify with the .38 caliber revolver and the 12 gauge shotgun. This course is designed to evaluate the trainee's ability to effectively fire each of these weapons. Each participant will be required to fire a minimum score of 80%.

Electronic Restraint Devices

In this course of instruction, Correctional Officers are trained in the proper use of three electronic restraint devices currently approved by TDOC. The Nova "Spirit", the Nova XR-5000 and the Nova Electronic Stun Shield. The proper use of electronic restrains will add a valuable tool to the correctional officer's options for use of force.

Overview of Remotely Activated Custody Control (RACC) Belt/TASER/Stun Cuffs

This course is designed to provide participants with an overview of the Electronic Restraint Devices that are used within our department, their basic components and how to apply them. NOTE: This is not a certification course.

BASIC CORRECTIONAL OFFICER TRAINING – WEEK 5

Introduction to Defensive Tactics

During this class the participant will be instructed in the components of the Use of Force Continuum, areas of the body vulnerable to blows, kicks and applied pressure. The class will also discuss the variables applicable to the use of force and how to properly articulate the use of force in both written reports and interviews. Safety precautions will also be covered to reduce the likelihood of injuries.

Defensive Tactics (Stance Strike)

During this portion of the training, the students will demonstrate the interview stance and the bladed body position, used to control the immediate space around them and to react to potential attacks. Students will also demonstrate how to employ open hand strikes to control attackers and elbow strikes and kicking techniques to drive an attacker away from them.

Defensive Tactics (CQPD, Post to Hook)

This class teaches the student how to defend themselves against sudden, unexpected attacks and drive their attacker off balance in order to gain physical control over them. It also teaches how the student can keep an attacker from closing into range to attack them and if required, to close with an offender and gain physical control over them.

Defensive Tactics (Chokes and Body Locks)

The class introduces the participant with techniques to escape from a rear chokehold, escape from body locks from the front/behind with arms pinned next to the body and arms free. Techniques will also be taught in the proper method to break your fall if thrown to the ground.

Defensive Tactics (Control Techniques)

This class teaches the student how to take control of an attacker and get them to the ground in order to apply physical restraints. The class consists of several joint manipulation techniques and take downs.

Defensive Tactics (Ground Defense)

This section of Defensive Tactics will include instruction and application of hand to hand grappling techniques designed to assist the officer in defending themselves from a ground position.

Defensive Tactics (Weapons Retention)

This course covers the defensive tactic ability to retain a firearm when someone attempts to take possession from a holster; has taken the weapon from the officer; or has a firearm in close proximity to an officer. The participants are instructed in tactics for self-defense and reduce the opportunity of death or serious bodily injury for the officer or other persons.

Chemical Agents

This course introduces the new correctional officer to the use and effects of aerosol chemical agent through lecture and demonstration.

Chemical Agents – Inert Drills & Decontamination

This course expands on the use of chemical agents; it introduces the new correctional officer to the use and effects of aerosol chemical agent through demonstration and practical application. They will receive either a level 1 or level 2 exposure to live chemical agent in the exercise.

Defensive Tactics – Defense Against Blunt Objects and Edged Weapons

Through the use of lecture, demonstration and return demonstration, the participant will be trained to defend themselves against blunt instruments and knife strikes along with follow-up handcuffing techniques.

Therapeutic Restraints Overview

This class identifies different types of mental health restraints approved by the department, the process by which they can be ordered, how they are applied and documentation requirements. While mental health and medical staff are provided with the skill necessary to minimize the use of mental health restraints, it is correctional officers who will actually apply those devices once ordered by appropriate staff.

Use of Force/Basic Restraints

This class consists of a lecture concerning TDOC Policy for applying restraints, both at correctional facilities and in a community supervision setting, as well as hands on demonstration of how to apply handcuffs to compliant and non-compliant offenders. Students will be taught how to apply the restraints individually and with an assisting officer.

Cell Extraction/Therapeutic Restraints

This course is an overview of Cell Extractions, why they are done, a description of the team members and what their duties are as well as what type of equipment is used. While mental health staff and medical staff are provided with the skills necessary to minimize the use of mental health restraints and their subsequent implementation, it will be the correctional staff who are the most likely to actually apply the devices.

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BASIC CORRECTIONAL OFFICER TRAINING – WEEK 6

Visitation

Visitation is a vital part of the rehabilitation process of incarcerated offenders. This course provides the fundamental framework for visitation procedure. It provides an overview of processing and supervising offender visitations.

Crime Scene Protection

Participants will be given instruction on the importance to understand the protection, handling, chain-of-custody, and securing of evidence practices according to policy.

Effective Courtroom Testimony

Attending court hearings is one of the major job duties of a Probation Parole Officer (PPO). It is also one of the times that all PPO's must dress and conduct themselves in the utmost professional manner since their dress and conduct is not only a reflection of themselves but also of the agency. Being prepared prior to court appearances will definitely help PPO's in meeting this job duty successfully. This course will provide information on appropriate dress and conduct, being prepared and testifying that will enable any PPO to be a professional in court.

Contraband and Search

This course will identify and encompass the introduction, concealment, and proper techniques to utilize when handling contraband. Various types of searches will be taught and a search exercise will be conducted.

**BPOT - BASIC PROBATION/PAROLE OFFICER TRAINING
WEEK 1 SCHEDULE FY 19-20**

SUNDAY = 1.5	Time Block	Training Module		Hrs.	Instructor(s)	Location
	5:00 - 6:30	Orientation		1.5		
MONDAY = 9.0	Time Block	Training Module		Hrs.	Instructor(s)	Location
	7:00 - 9:00	Psychological Assessment Testing		2.0		
	9:00 - 12:00	First Aid & CPR Certification - Online		3.0		
	12:00 - 1:00	Lunch				
	1:00 - 4:00	Uniform and Vest Fitting	CPR Skills	3.0		
	4:00 - 5:00	Time Management		1.0		
	5:00 - 6:00	Dinner				
TUESDAY = 8.0	Time Block	Training Module		Hrs.	Instructor(s)	Location
	8:00 - 9:00	Rules of Supervision		1.0		
	9:00 - 12:00	Caseload Management		3.0		
	12:00 - 1:00	Lunch				
	1:00 - 5:00	Clinical Reviews		4.0		
	5:00 - 6:00	Dinner				
WEDNESDAY = 8.0	Time Block	Training Module		Hrs.	Instructor(s)	Location
	8:00 - 12:00	Opening a Case		4.0		
	12:00 - 1:00	Lunch				
	1:00 - 2:30	PT Overview		1.5		
	2:30 - 4:00	PT Nutrition		1.5		
	4:00 - 5:00	PT Flexibility		1.0		
	5:00 - 6:00	Dinner				
THURSDAY = 8.0	Time Block	Training Module		Hrs.	Instructor(s)	Location
	8:00 - 10:00	Physical Training Evaluation		2.0		
	10:00 - 12:00	Investigative Reports		2.0		
	12:00 - 1:00	Lunch				
	1:00 - 3:00	Contact Notes/Contact Codes		4.0		
	5:00 - 6:00	Dinner				
FRIDAY = 3.0	Time Block	Training Module		Hrs.	Instructor(s)	Location
	6:00 - 8:00	Linen Exchange				
	8:00 - 9:00	SOAP		1.0		
	9:00 - 11:00	Victim Sensitivity		2.0		

Total Hours: 37.5

Participants:

Note: Breaks are incorporated by utilizing the 50-minute Academic Hour.

**BPOT - BASIC PROBATION/PAROLE OFFICER TRAINING -
WEEK 2 SCHEDULE FY 19-20**

MONDAY = 8.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 9:00	Orientation/Course Introduction	1.0		
	9:00 - 12:00	Pistol Familiarization Lab	3.0		
	12:00 - 1:00	Lunch			
	1:00 - 3:30	Pistol Familiarization Lab	2.5		
	3:30 - 5:00	Shooting Principles Lab	1.5		
	5:00 - 6:00	Dinner			
TUESDAY = 8.5	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 12:00	Familiarization Practicum	4.0		
	12:00 - 1:00	Lunch			
	1:00 - 2:00	Written Exam/Remedial (if necessary)	1.0		
	2:00 - 5:30	Live Fire Drills	3.5		
	5:30 - 6:30	Dinner			
WEDNESDAY = 10.5	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 12:00	Live Fire Drills	4.0		
	12:00 - 1:00	Lunch			
	1:00 - 5:30	Stoppage Reduction Drills	4.5		
	5:30 - 6:30	Dinner			
	6:30 - 8:30	Low Light Shooting	2.0		
THURSDAY = 7.5	Time Block	Training Module	Hrs.	Instructor(s)	Location
	9:00 - 12:00	Live Fire Drills	3.0		
	12:00 - 1:00	Lunch			
	1:00 - 4:00	Live Fire Drills	3.0		
	4:00 - 5:30	Qualification/Remedial (if necessary)	1.5		
	5:30 - 6:30	Dinner			
FRIDAY = 3.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	6:00 - 8:00	Linen Exchange			
	8:00 - 10:00	Qualification	2.0		
	10:00 - 11:00	Range Clean-up/Weapon Maintenance	1.0		

Total Hours: 37.5

Participants:

Note: Breaks are incorporated by utilizing the 50-minute Academic hour.

**BPOT - BASIC PROBATION/PAROLE OFFICER TRAINING -
WEEK 3 PROGRAM FY 19-20**

MONDAY = 8.5	Time Block	Training Module	Hrs.	Instructor(s)	Location
	7:30 - 8:30	Introduction to Defensive Tactics	1.0		
	8:30 - 12:00	Defensive Tactics (Handcuffing)	3.5		
	12:00 - 1:00	Lunch			
	1:00 - 3:00	Defensive Tactics (Stance/Strikes)	2.0		
	3:00 - 5:00	Defensive Tactics (CQPD)	2.0		
	5:00 - 6:00	Dinner			
TUESDAY = 10.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 12:00	Defensive Tactics (Chokes and Body Locks)	4.0		
	12:00 - 1:00	Lunch			
	1:00 - 2:00	Defensive Tactics (Review)	1.0		
	2:00 - 5:00	Chemical Agents	3.0		
	5:00 - 6:00	Dinner			
	6:00 - 8:00	Chemical Agents - Application & Decontamination	2.0		
WEDNESDAY = 8.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 12:00	Defensive Tactics (Ground Defense)	4.0		
	12:00 - 1:00	Lunch			
	1:00 - 3:00	Defensive Tactics (Weapons Retention)	2.0		
	3:00 - 5:00	Defensive Tactics (Weapons Retention Scenarios)	2.0		
	5:00 - 6:00	Dinner			
THURSDAY = 8.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 12:00	Defensive Tactics (Blunt and Edged Weapons)	4.0		
	12:00 - 1:00	Lunch			
	1:00 - 5:00	Defensive Tactics (ASP Baton)	4.0		
	5:00 - 6:00	Dinner			
FRIDAY = 3.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	6:00 - 8:00	Linen Exchange			
	8:00 - 10:00	Criminal Thinking	2.0		
	10:00 - 11:00	Infectious Diseases	1.0		

Total Hours: 37.5

Participants:

Note: Breaks are incorporated by utilizing the 50-minute Academic Hour.

**BPOT - BASIC PROBATION/PAROLE OFFICER TRAINING -
WEEK 4 PROGRAM FY 19-20**

MONDAY 8.5	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 12:00	Risk Needs Assessment	4.0		
	12:00 - 1:00	Lunch			
	1:00 - 4:30	Risk Needs Assessment	3.5		
	4:30 - 5:30	Dinner			
	5:30 - 6:30	Physical Training (with BCOT)	1.0		
TUESDAY = 8.5	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 12:00	Risk Needs Assessment	4.0		
	12:00 - 1:00	Lunch			
	1:00 - 4:30	Risk Needs Assessment	3.5		
	4:30 - 5:30	Dinner			
	5:30 - 6:30	Physical Training (with BCOT)	1.0		
WEDNESDAY = 8.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 12:00	Risk Needs Assessment	4.0		
	12:00 - 1:00	Lunch			
	1:00 - 5:00	Risk Needs Assessment	4.0		
	5:00 - 6:00	Dinner			
THURSDAY = 9.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 12:00	Standards of Supervision	4.0		
	12:00 - 1:00	Lunch			
	1:00 - 3:00	Liability	2.0		
	3:00 - 5:00	Tennessee and Constitutional Law	2.0		
	5:00 - 6:00	Dinner			
	6:00 - 7:00	Courtroom Procedures	1.0		
FRIDAY = 3.5	Time Block	Training Module	Hrs.	Instructor(s)	Location
	6:00 - 8:00	Linen Exchange			
	8:00 - 10:00	Hostage Survival	2.0		
	10:00 - 11:30	Official Photographs	1.5		

Total Hours: 37.5

Participants: -

Note: Breaks are incorporated by utilizing the 50-minute Academic Hour.

**BPOT - BASIC PROBATION/PAROLE OFFICER TRAINING -
WEEK 5 PROGRAM FY 19-20**

MONDAY = 8.0	Time Block	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00	Graduated Sanctions and Incentives	4.0		
	12:00 - 1:00	Lunch			
	1:00 - 3:00	Graduated Sanctions and Incentives	2.0		
	3:00 - 5:00	Verbal Self-Defense	2.0		
	5:00 - 6:00	Dinner			
TUESDAY = 9.0	Time Block	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00	Probation Revocation Process	4.0		
	12:00 - 1:00	Lunch			
	1:00 - 3:00	Probation Revocation Process	2.0		
	3:00 - 5:00	Overview of Sex Offenders	2.0		
	5:00 - 6:00	Dinner			
	6:00 - 7:00	Physical Training	1.0		
WEDNESDAY = 8.0	Time Block	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00	Parole Revocation Process	4.0		
	12:00 - 1:00	Lunch			
	1:00 - 5:00	Parole Revocation Process	4.0		
	5:00 - 6:00	Dinner			
THURSDAY = 9.0	Time Block	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00	Parole Revocation Process/Hearing Officer	4.0		
	12:00 - 1:00	Lunch			
	1:00 - 5:00	Parole Revocation Process Exercise	4.0		
	5:00 - 6:00	Dinner			
	6:00 - 7:00	Physical Training	1.0		
FRIDAY = 3.5	Time Block	Training Module	Hrs.	Instructor	Location
	6:00 - 8:00	Linen Exchange			
	8:00 - 10:00	Communication, Professionalism, Command Presence	2.0		
	10:00 - 11:30	Child and Elder Abuse	1.5		

Total Hours: 37.5

Participants

Note: Breaks are incorporated by utilizing the 50-minute Academic Hour.

BPOT - BASIC PROBATION/PAROLE OFFICER TRAINING -

WEEK 6 PROGRAM FY 19-20

MONDAY = 8.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 12:00	Interstate Compact Services	4.0		
	12:00 - 1:00	Lunch			
	1:00 - 5:00	e-TOMIS	4.0		
	5:00 - 6:00	Dinner			
TUESDAY = 9.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 12:00	Search Procedures	4.0		
	12:00 - 1:00	Lunch			
	1:00 - 5:00	Search Procedures	4.0		
	5:00 - 6:00	Dinner			
	6:00 - 7:00	Physical Training	1.0		
WEDNESDAY = 8.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 9:00	Drug Testing Procedures	1.0		
	9:00 - 11:00	Street Drug Update	2.0		
	11:00 - 12:00	NEVO	1.0		
	12:00 - 1:00	Lunch			
	1:00 - 5:00	Defensive Driving	4.0		
	5:00 - 6:00	Dinner			
THURSDAY = 9.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 12:00	Fee Training	4.0		
	12:00 - 1:00	Lunch			
	1:00 - 4:00	Security Threat Groups (STGs)	3.0		
	4:00 - 5:00	Graduation Practice	1.0		
	5:00 - 6:00	Dinner			
FRIDAY = 3.5	6:00 - 7:00	Physical Training	1.0		
	Time Block	Training Module	Hrs.	Instructor(s)	Location
	7:30 - 9:30	Wrap up/Evaluations/Graduation Preparation	2.0		
	9:30 - 10:00	Graduation	.5		
	10:00 - 10:30	Commissioning	.5		
	10:30 - 11:00	Weapon Loading Procedure	.5		

Total Hours: 37.5

Participants:

Note: Breaks are incorporated by utilizing the 50-minute Academic Hour.

BASIC PROBATION/PAROLE OFFICER TRAINING – WEEK 1

Psychological Testing

Participants will be administered a mental health examination by a mental health professional. If the participant is not certified, they will not be allowed to continue in the program.

First Aid

Correctional employees face the possibility of having to administer emergency first aid on a daily basis. The purpose of this course is to provide them with the skills and knowledge to accomplish these life saving techniques. This course covers First Aid topics and is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. The course will culminate with a post test and participants who successfully complete all components will be issued an American Red Cross First Aid Certification Card.

CPR

This course is the Adult CPR component. This course is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. This course also includes instruction on the AED device. The course will culminate with a post test and participants who successfully complete all components will be issued an American Red Cross Adult CPR Certification Card.

Time Management

This lesson plan introduces correction officers to the essential time management tools needed to do long range planning and handle day to day projects and assignments.

Rules of Supervision

To comply with the Tennessee Department of Correction's mission statement of providing effective community supervision in order to enhance public safety, the sentencing courts in probation cases and the Parole Board in parole cases impose a set of general conditions all offenders under supervision must abide by. During this class the participant will review the procedural requirements regarding the rules of supervision and discuss the meaning of the general rules.

Caseload Management

The goals of offender supervision are to minimize public risk, promote lawful behavior and assist with positive rehabilitation efforts. Many policies and procedures governing all aspects of supervision and caseload management of community supervision offenders exist to enable Probation Parole Officers the knowledge and ability to meet these goals. This course will provide the knowledge and teach the correct procedures for caseload management that are not taught in separate classes of the pre-service training.

Opening a Case

When an offender is placed under supervision it is the Probation Parole Officer's responsibility to open a case file. In this course we will cover the process of opening a case file including the required forms and documentation.

PT Overview/Nutrition/Flexibility

The course is designed to assist correctional staff in participating in a physical fitness program including injury preventing flexibility techniques and in creating and understanding the importance of nutritional goals which will allow them to make healthy dietary choices to give them the fuel and energy required while working in a physically and mentally demanding field.

Investigative Reports

The first and foremost duty of probation parole officers is to protect the public. Investigative reports aid in the sentencing, paroling, classification and supervision of offenders; therefore, they are an integral part of a probation parole officer's duties in protecting the public. This class will examine the different types of investigative reports, the purposes of the reports and the procedures involved in investigating and preparing the reports.

Contact Notes/Contact Codes

Document, document, document! During this class participants will learn the guidelines for contact notes, learn the different categories of contact notes and their purposes, and become familiar with the codes used to record the contact notes.

SOAP

During this class staff will learn the components of the SOAP contact note standard, how to write a contact note, and which contact notes require the SOAP standard.

Victim Sensitivity

Historically, Community Supervision practices have been offender – directed and have ignored or passively responded to the concerns of crime victims. While offender supervision strategies are aimed at protecting the public as a whole from further victimization; the interests of individual victims are often lost under the mass of paperwork and growing caseloads of offenders. A victim would profit from understanding that offenders will be held accountable for their actions either through payment of restitution or other supervisory conditions. While the primary goal for community supervision agencies, sentencing courts and correctional facilities can and should provide services to victims of crime.

BASIC PROBATION/PAROLE OFFICER TRAINING – WEEK 2

Orientation/Course Introduction

This course is designed to familiarize the shooter with the safe and effective operation of the semi-automatic pistol. The participant must pass a written exam with a score of 75% or more and pass a live fire qualification with a score of 80% or more.

Pistol Familiarization Lab

This course is designed to give each participant in-depth information concerning the design and construction of the semi-automatic pistol as well as the components and safety mechanisms

Shooting Principles Lab

The primary objective for every shooter should be accuracy, consistency, speed and safety. These are the skills that every shooter strives to perfect. In order to achieve this objective a shooter must know and practice the basic fundamentals of shooting each time he or she pulls the trigger.

Live Fire Drills

This class provides the participant with information and practice regarding firing the weapon including the three step draw stroke, alternative shooting platforms, shooting on the move, and engaging multiple targets.

Stoppage Reduction Drills

The participant will be given instructions in malfunctions that may interrupt the firing cycle and methods to safely clear the weapon.

Low Light Shooting

Participants will practice shooting in low light conditions to evaluate the changes in the vision capabilities under these circumstances.

Qualification Practice

Participants will be given time to practice firing the weapon prior to attempting the official qualification course.

Qualification

Participants will fire a total of 50 rounds during this portion and must attain a score of 80% or more to continue in the program.

BASIC PROBATION/PAROLE OFFICER TRAINING – WEEK 3

Introduction to Defensive Tactics

During this class the participant will be instructed in the components of the Use of Force Continuum, areas of the body vulnerable to blows, kicks and applied pressure. The class will also discuss the variables applicable to the use of force and how to properly articulate the use of force in both written reports and interviews. Safety precautions will also be covered to reduce the likelihood of injuries.

Defensive Tactics – (Handcuffing)

Through the use of lecture, demonstration and return demonstration, the participant will be trained in handcuffing techniques, application, and policy constraints.

Defensive Tactics (Stance Strike)

During this portion of the training, the students will demonstrate the interview stance and the bladed body position, used to control the immediate space around them and to react to potential attacks. Students will also demonstrate how to employ open hand strikes to control attackers and elbow strikes and kicking techniques to drive an attacker away from them.

Defensive Tactics (CQPD)

This class teaches the student how to defend themselves against sudden, unexpected attacks and drive their attacker off balance in order to gain physical control over them. It also teaches how the student can keep an attacker from closing into range to attack them and if required, to close with an offender and gain physical control over them.

Defensive Tactics (Chokes and Body Locks)

The class introduces the participant with techniques to escape from a rear chokehold, escape from body locks from the front/behind with arms pinned next to the body and arms free. Techniques will also be taught in the proper method to break your fall if thrown to the ground.

Chemical Agents

This course introduces the new correctional officer to the use and effects of aerosol chemical agent through lecture and demonstration.

Chemical Agents – Application & Decontamination

This course expands on the use of chemical agents; it introduces the new correctional officer to the use and effects of aerosol chemical agent through demonstration and practical application. They will receive either a level 1 or level 2 exposure to live chemical agent in the exercise.

Defensive Tactics (Ground Defense)

This section of Defensive Tactics will include instruction and application of hand to hand grappling techniques designed to assist the officer in defending themselves from a ground position.

Defensive Tactics (Weapons Retention)

This course covers the defensive tactic ability to retain a firearm when someone attempts to take possession from a holster; has taken the weapon from the officer; or has a firearm in close proximity to an officer. The participants are instructed in tactics for self-defense and reduce the opportunity of death or serious bodily injury for the officer or other persons.

Defensive Tactics – Defense Against Blunt Objects and Edged Weapons

Through the use of lecture, demonstration and return demonstration, the participant will be trained to defend themselves against blunt instruments and knife strikes along with follow-up handcuffing techniques.

ASP Baton

Participants are provided training certifying them in defensive tactics using the ASP Baton. The baton tactics include open and closed modes of use for defensive purposes.

Criminal Thinking

This course ensures Tennessee Department of Correction personnel receive the information necessary to effectively identify the beliefs that fuel common thinking errors and strategies to counteract those tactics.

Infectious Diseases

This course introduces participants to the various blood borne and other pathogens that are contagious, including HIV, Tuberculosis and Hepatitis. It covers the Exposure Control Plan and the use of Standard Precautions to prevent the spread of infection.

BASIC PROBATION/PAROLE OFFICER TRAINING – WEEK 4

STRONG-R

STRONG-R is the new assessment tool that replaces the LS/CMI and gives a dynamic look at the risks and needs of the offender population. The information generated by the STRONG-R will be used to determine an offender's risk to reoffend and their criminogenic needs in Prison and supervision level in Community Supervision. This course introduces participants to STRONG-R

Standards of Supervision

Tennessee Department of Correction policy mandates that every offender shall be classified and supervised based on the degree of risk he/she may present to the community, the offender's needs for assistance and surveillance and the availability of resources. The quality and frequency of officer activity and/or contact with or on behalf of offenders is essential to public safety and the offender's successful community adjustment, therefore, the Assistant Commissioner of Community Supervision will develop and maintain the Case Management Protocol Manual and the Standards of Supervision. This class will allow the participants to become familiar with the procedure for determining the level of supervision, the standards of supervision and compliance with the standards of supervision.

Liability

During this course of instruction, we will discuss the State and federal laws and TDOC policies that govern the use of state issued firearms.

Tennessee Law

The lesson is taught via a combination of lecture and discussion. The purpose of this lesson is to ensure staff employed by the Tennessee Department of Correction becomes familiar with Tennessee Code Annotated (TCA) chapters that pertain to community supervision. This lesson is best taught by using the traditional classroom setting. The instructor should be well versed in this material in order to answer any specific questions relating to TCA. During this block of instruction, a computerized slide show presentation will be used to enhance the delivery of the information.

Constitutional Law

This course will discuss the United States Constitutional Foundations as it relates to law enforcement and Corrections. The Bill of Rights will be discussed with particular attention to the 4th, 5th, 6th, and 8th amendments. Several Court cases in the development of Federal and State applications of law will be reviewed. The results of not following the Constitution, federal and State Law along with TDOC Policy will be discussed. Finally, a survey of some common laws, and the police powers of the Department are discussed to allow the student to gain some connection between theory and how the TDOC and the State of Tennessee must conduct business in relation to the Constitution.

Courtroom Procedures

Attending court hearings is one of the major job duties of a Probation Parole Officer (PPO). It is also one of the times that all PPO's must dress and conduct themselves in the utmost professional manner since their dress and conduct is not only a reflection of themselves but also of the agency. Being prepared prior to court appearances will definitely help PPO's in meeting this job duty successfully. This course will provide information on appropriate dress and conduct, being prepared and testifying that will enable any PPO to be a professional in court.

Hostage Survival

This course is designed not only to teach the participant how to enhance their chances for survival in a hostage situation but to educate them in some of the procedural responses involved in successfully resolving a hostage situation.

BASIC PROBATION/PAROLE OFFICER TRAINING – WEEK 5

Graduated Sanctions and Incentives

This class is designed so that the participants will learn how to impose swift, certain, and proportionate sanctions for non-compliant behavior by an offender under Community Supervision in order to gain compliance without the offender returning to custody. In addition the participants will learn how to award incentives for offender positive behavior since it has been proven that people also respond well to positive reinforcement. Sanctions and incentives are complementary to effecting behavior change. This behavior change is the goal.

Verbal Self Defense

This course is based on the concepts presented in Verbal Judo. Most confrontations with offenders are verbal and if handled properly, by the officer (or other staff), are not likely to escalate into a physical attack. The problem is that we as correctional employees often let our ego, our biases, or personal feelings determine how we respond to a situation. These types of responses are not only unprofessional; they are likely to result in making the situation worse, even resulting in a physical attack. When we resort to these types of responses, it may be said (accurately) that the results are “our own fault.” This course will provide the correctional employee with many valuable verbal “do’s and “don’ts” during confrontations with inmates

Probation Revocation Process

Probation Parole Officers are required to make a prompt and thorough investigation of the facts and circumstances regarding any alleged probation violation. A careful decision then has to be made whether to prepare and file a violation report in order to proceed to a revocation hearing. This course will allow all participants to become familiar with the probation revocation process and all its procedures from investigating the violation through the revocation hearing.

Overview of Sex Offenders

Whether you are a pre-sentence investigation writer, a Probation & Parole officer (PPO) or a Programmed Supervision Unit (PSU) officer you will come into contact with sex offenders while working for Community Supervision. This course is designed to give all participants a basic overview of which offenders are classified as sex offenders and what supervision requirements are mandated for sex offenders.

Parole Revocation Process

The mission of the Tennessee Department of Correction is to minimize public risk and promote lawful behavior by the prudent, orderly release and community supervision of adult offenders at the least cost to taxpayers. When a parolee fails to follow the rules of parole, it is the essential that the Probation Parole Officer holds him/her

accountable through the parole revocation process. This course will provide an introduction to the parole revocation process.

Communication, Professionalism and Command Presence

This course is designed to examine what it takes to communicate well in a correctional setting. Good communication is absolutely essential. We must be able to communicate with other staff and inmates as well as the public in order to complete our mission. We will also discuss the role professionalism and being a good role model plays in our day to day work. Last, but certainly not least, we will discuss the importance of maintaining a “command presence”.

Child and Elderly Abuse

The lesson is taught via a combination of lecture and discussion. The purpose of this lesson is to ensure staff employed by the Tennessee Department of Correction receive the information necessary to effectively identify and report suspected child and elder abuse within agency requirements and Tennessee Law TCA 37-1-403, 37-1-412, 39-13-506, 39-13-509, 39-13-522, 39-15-302, 39-15-401, 39-15-402 (Haley's Law), 71-6-102, 71-6-103, 71-6-110, 71-6-119. During this block of instruction, a computerized slide show presentation will be used to enhance the delivery of the information.

BASIC PROBATION/PAROLE OFFICER TRAINING – WEEK 6

Interstate Compact Services

Many, many times it becomes necessary for an offender convicted in one state to reside in another state. This is accomplished through the Interstate Compact for Adult Offender Supervision (ICAOS) which is a formal agreement among member states that regulates the interstate movement of adult offenders in order to promote public safety. ICAOS even has congressional consent under Article I, Section 10 of the United States Constitution and pursuant to Title 4, Section 112(a) of the United States Code. This course will provide an overview of general information and the rules regarding ICAOS.

E-TOMIS

The participant will learn how to sign on to the E-TOMIS training environment. The instructor will assist the student through several conversations in "inquire only" and some in which the student must enter information. After several practice exercises, the trainee will be given a skill test during which they must assess pre-loaded information and correctly answer questions about each conversation accessed.

Search Procedures

The overall safety and security of any officer relies greatly upon the ability and the willingness of the officer to perform thorough, effective personal searches. During this class, we will take an in-depth look into the body search, the types of body searches, and the proper procedures and performance of these searches. Effective offender home searches will also be discussed and examined. The student will identify core concepts associated with home searches of probationers and paroles under the supervision of the TN Department of Corrections.

Drug Testing Procedures

The purpose of this course is to outline the new Field Services Officer with the guidelines and procedures that should be followed for conducting drug and alcohol screens. Topics included are imposition of graduated sanctions for continued drug use, and identifying treatment interventions.

Street Drug Update

This course will cover the common forms of ingestion, basic pharmacological effects upon the user and a physical description of these drugs in order to aid in their recognition.

Defensive Driving - Non-Emergency Vehicle Operation (NEVO)

The course of instruction will familiarize the participant with Non-Emergency Vehicle Operations. National statistics show an increase in fatal crashes annually that could have been prevented with proper understanding in vehicle dynamics and education. To improve an individual's driving skills

Fee Training

This class is designed to teach students the use of the Fee System to set up an offender's fees based on the type of case entered into the Tennessee Offender Management Information System (TOMIS).

Security Threat Group (STG)

Each officer must possess an awareness of the dangers and problems that are unique to the management and control of these offenders. An important first step to effective management is simply the recognition and identification of those who fall into these categories. This course is designed to provide the participant with information that will allow them to recognize offenders who may be security threat group members.

SPECIALTY CLASS SCHEDULES AND COURSE DESCRIPTIONS

Warden's Academy Week 1 Schedule -19-20

MONDAY = 8.0	Time Block	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00	Introduction and Protocol	1.0		
	9:00 - 10:00	Uniform Dress Code	1.0		
	10:00 - 12:00	Firearms Simulator	2.0		
	12:00 - 1:00	Lunch			
	1:00 - 3:00	Understanding the Use of Force Continuum	2.0		
	3:00 - 5:00	Participant Project Assignments	2.0		
	5:00 - 6:00	Dinner			
TUESDAY = 10.0	Time Block	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00	OIC and STG Update	4.0		
	12:00 - 1:00	Lunch			
	1:00 - 2:30	Command Presence	1.5		
	2:30 - 5:30	Emergency Response Scenarios	3.0		
	5:30 - 6:30	Dinner			
	6:30 - 8:00	Participant Projects	1.5		
WEDNESDAY = 8.0	Time Block	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00	Proper Employee Discipline	2.0		
	10:00 - 12:00	Participant Project Presentations	2.0		
	12:00 - 1:00	Lunch			
	1:00 - 5:00	Leading by Positive Example	4.0		
	5:00 - 6:00	Dinner			
THURSDAY = 10.0	Time Block	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00	Media/Public Relations	2.0		
	10:00 - 12:00	Budget Process and Issues	2.0		
	12:00 - 1:00	Lunch			
	1:00 - 2:00	Participant Project Presentations	1.0		
	2:00 - 3:00	Contraband Interdiction and Recovery	1.0		
	3:00 - 5:00	Policy Consistency/Legality	2.0		
	5:00 - 6:00	Dinner			
	6:00 - 8:00	Participant Project Presentations	2.0		
FRIDAY = 4.0	Time Block	Training Module	Hrs.	Instructor	Location
	6:00 - 8:00	Linen Exchange			
	8:00 - 10:00	Changing Dynamics of the Workforce	2.0		
	10:00 - 10:30	Warden's Pinning Ceremony	.5		
	10:30 - 12:00	Sergeant's Academy Graduation	1.5		

WARDEN'S ACADEMY – WEEK 1

Understanding the Use of Force Continuum

This course is designed to give participants an understanding of guidelines as to the degree of force appropriate in a given situation ranging from officer presence up and to the use of deadly force.

OIC and STG Update

The American Correctional Association concluded years ago that street gangs were slowly becoming the prison gangs of the future. Our prison population has undergone a dramatic change over the past 10 years with an increasing number of inmates who are younger, more violent and have been identified as being members or associates of organized groups. This course provides participants with an update on the roles and functions of the Office of Investigations and Compliance and Security Threat Groups.

Command Presence

Participants will learn the importance of presenting a command presence among staff and inmates. Participants will understand the requirement and benefit of presenting a professional appearance; professional attitude; and professional speech. (Command Skills, Composure, Motivating Others, Drive for Results)

Emergency Response Scenarios

Participants will be given instruction on the supervisory roles in response to a workplace emergency. Participants will be involved in practice scenarios demonstrating their understanding of the course

Proper Employee Discipline

Participants will be instructed on various facets related to disciplining employees focusing on obtaining desirable and productive results.

Leading By Positive Example

Participants will receive instruction in the importance of leading by positive example and exhibiting the overall image of a leader. Participants will learn the qualities and traits in order to possess and project the leadership image.

Media/Public Relations

Participants will receive instruction on their role as leaders in relation to addressing media and public relations aspects concerns and inquiries.

Budget Process and Issues

Participants will receive information on TDOC budgeting process and how to deal with various issues related to the process.

Contraband Interdiction and Recovery

Participants receive lecture on the process for investigations and prosecution of individuals involved with the introduction of contraband into TDOC facilities.

Policy Consistency/Legality

Participants will be given information related to TDOC Policy and its impact on their roles as managers.

Changing Dynamics of the Workplace

Participants will be provided information related to the various social dynamics of today's TDOC employee.

Sergeant's Academy Week 1 Schedule -19-20

MONDAY = 8.5	Time Block	Training Module	Hrs.	Instructor	Location
	7:00 - 7:50	Breakfast			
	8:00 - 9:30	Class Expectations & Protocol	1.5		
	9:30 - 11:30	Time Management	2.5		
	11:30 - 12:00	Discussion/Vest Pick-up (Correctional Staff)	.5		
	12:00 - 1:00	Lunch			
	1:00 - 3:00	Participants Presentations	2.0		
	3:00 - 4:00	Executive Writing	1.0		
	4:00 - 5:00	Physical Fitness Training	1.0		
	5:00 - 5:30	Daily Performance Assessment	.5		
	5:30 - 6:30	Dinner			
TUESDAY = 9.5 (each group)	Time Block	Training Module	Hrs.		Location
		<u>Group "A"</u>			
	5:30 - 7:00	Travel	1.5		
	7:00 - 11:00	Sergeant's Academy Cross Training	4.0		
	11:00 - 12:00	Lunch			
	12:00 - 2:30	Sergeant's Academy Cross Training	2.5		
	2:30 - 4:00	Travel	1.5		
	5:00 - 6:00	Dinner			
		<u>Group "B"</u>			
	7:00 - 8:30	Travel	1.5		
	8:30 - 12:00	Sergeant's Academy Cross Training	3.5		
	12:00 - 1:00	Dinner			
	1:00 - 4:00	Sergeant's Academy Cross Training	3.0		
	4:00 - 5:00	Travel	1.5		
	5:00 - 6:00	Dinner			
WEDNESDAY = 8.0	Time Block	Training Module	Hrs.		Location
	5:45 - 6:45	Physical Fitness	1.0		
	6:45 - 8:00	Hygiene, Breakfast , & Inspection Preparation			
	8:00 - 8:30	Uniform Inspection	.5		
	8:30 - 11:30	Conflict Resolution	3.0		
	11:30 - 12:30	Lunch			
	12:30 - 3:30	Workplace Harassment Issues & Employee Discipline	3.0		
	3:30 - 4:00	Daily Performance Assessment	.5		
	5:00 - 6:00	Dinner			
THURSDAY = 9.0	Time Block	Training Module	Hrs.		Location
	5:45 - 6:45	Physical Fitness	1.0		
	6:45 - 8:00	Hygiene, Breakfast , & Inspection Preparation			
	8:00 - 8:30	Uniform Inspection	.5		
	8:30 - 11:30	Leading by Positive Example	3.0		
	11:30 - 12:30	Lunch			

FRIDAY = 5.0	12:30 - 3:00	Participants Assignments	2.5		
	3:00 - 4:30	Participants Presentations	1.5		
	4:30 - 5:00	Daily Performance Assessment	.5		
	5:00 - 6:00	Dinner			
	Time Block	Training Module	Hrs.		Location
	5:45 - 6:45	Physical Fitness	1.0		
	6:45 - 8:00	Linen Exchange			
	6:45 - 8:00	Hygiene, Breakfast , & Inspection Preparation			
	8:00 - 8:30	Uniform Inspection	.5		
	8:30 - 11:00	Course Assignments & Status Review	2.5		
	11:00 - 12:00	Week One Assessment	1.0		

Total Hours: 40.0

Participants:

Note: Breaks are incorporated by utilizing the 50-minute Academic Hour.

Sergeant's Academy Week 2 Schedule -19-20

MONDAY = 9.0	Time Block	Training Module	Hrs.	Instructor	Location
	6:45 - 8:00	Hygiene, Breakfast , & Inspection Preparation			
	8:00 - 8:30	Uniform Inspection	.5		
	8:30 - 11:30	Grievance Resolution	3.0		
	11:30 - 12:30	Lunch			
	12:30 - 4:30	Participants Assignments	4.0		
	4:30 - 5:00	Daily Performance Assessment	.5		
	5:00 - 6:00	Dinner			
TUESDAY = 9.0	6:00 - 7:00	Physical Fitness	1.0		
	Time Block	Training Module	Hrs.	Instructor	Location
	5:45 - 6:45	Physical Fitness	1.0		
	6:45 - 8:00	Hygiene, Breakfast , & Inspection Preparation			
	8:00 - 8:30	Uniform Inspection	.5		
	8:30 - 11:30	Participant Debrief	3.0		
	11:30 - 12:30	Lunch			
	12:30 - 3:00	Unit Cohesion	2.5		
	3:00 - 4:00	Participant Assignments	1.0		
WEDNESDAY = 9.5	4:00 - 5:00	Daily Performance Assessment	1.0		
	5:00 - 6:00	Dinner			
	Time Block	Training Module	Hrs.	Instructor	Location
	5:45 - 6:45	Physical Fitness	1.0		
	6:45 - 8:00	Hygiene, Breakfast , & Inspection Preparation			
	8:00 - 8:30	Uniform Inspection	.5		
	8:30 - 10:30	Participative Leadership & Delegation	2.0		
	10:30 - 11:30	Participant Presentation Preparation	1.0		
	11:30 - 12:30	Lunch			
	12:30 - 2:30	Professional Portfolio Development	2.0		
THURSDAY = 9.5	2:30 - 5:00	Participants Presentations	2.5		
	5:00 - 6:00	Dinner			
	6:30 - 7:00	Daily Performance Assessment	.5		
	Time Block	Training Module	Hrs.	Instructor	Location
	5:45 - 6:45	Physical Fitness	1.0		
	6:45 - 8:00	Hygiene, Breakfast , & Inspection Preparation			
	8:00 - 8:30	Uniform Inspection	.5		
	8:30 - 10:30	Changing Dynamics in the Workforce	2.0		
	10:30 - 11:30	Participant Debrief	1.0		

	11:30 - 12:30	Lunch			
	12:30 - 2:30	Talent Management	2.0		
	2:30 - 5:30	Final Assessment/Graduation Rehearsal/Course Evaluation	3.0		
	5:30 - 6:30	Dinner			
FRIDAY = 3.0	Time Block	Training Module	Hrs.	Instructor	Location
	6:00 - 6:45	Linen Exchange			Housekeeping
	6:45 - 8:00	Hygiene, Breakfast , & Inspection Preparation			
	8:00 - 8:30	Uniform Inspection	.5		
	8:30 - 10:00	One Mission! One Message! One Team! (Roundtable)	1.5		
	10:00 - 11:00	Graduation	1.0		

Total Hours: 40.0

Participants:

SERGEANT'S ACADEMY – WEEK 1

Class Expectations and Protocols

Participants will receive an explanation of the reasoning and methodology behind the Sergeant's Academy and an understanding of the expectations of the participant during the Academy. (Problem Solving, Process Management, Written Communications, Motivating Others, Managing Diversity)

Time Management

Participants will receive instruction in how to manage time effectively for a more productive work environment. Included is the importance of organization and prioritization of tasks/projects. (Timely Decision Making, Written Communications, Process Management, Planning, Drive for Results)

Participant Presentations

Participants will prepare and present a 15 minute class presentation to their peers for mentoring and instructor building quality. This presentation will assist the participant in communication, command presence, and writing skills. (Written Communications, Command Skills, Composure, Motivating Others)

Executive Writing

Participants will be given proper etiquette for on-line communication (e-mails, memos, notes, etc.). Participants will learn the basics of writing and communicating professionally in an office format. (Written Communications, Planning, Process Management)

Cross Training

Community Supervision participants will visit a Correctional Institution and observe daily activities of the staff to give a better understanding and insight into how the prison system works. Correctional Officers will visit a Community Supervision office to observe daily activities of the staff to get an understanding and insight into the Community Corrections process.

Physical Fitness

This is the fitness portion of the Sergeant's Academy and will consist of two phases: Education and Daily Physical Fitness Training. The first phase, education, involves classroom training on physical fitness education and the importance of physical fitness for command presence and overall health. The second phase is four courses of actual physical training that include Cardio Respiratory, Muscle Strength Endurance, Flexibility, and Cross Fitness. (Motivating Others, Command Skills, Composure, Planning)

Workplace Harassment

This course is designed to thoroughly examine "Employee Sexual Misconduct, Sexual Harassment, and Workplace Harassment." Through a combination of discussion and group activities, we will identify the "protected classes" covered in this policy. We will review Department of Human Resources (DOHR) definition of workplace harassment

and retaliation, and analyze examples of workplace harassment. It is only through a complete and shared understanding of these issues, that we can create a productive workplace free of harassment, hostility and retaliation.

Leading By Positive Example

Participants will receive instruction in the importance of leading by positive example and exhibiting the overall image of a leader. Participants will learn the qualities and traits in order to possess and project the leadership image. (Command Skills, Composure, Written Communications, Drive for Results)

Emergency Response Scenarios

Participants will be given instruction on the supervisory roles in response to a workplace emergency. Participants will be involved in practice scenarios demonstrating their understanding of the course

Uniform Inspection

Participants will learn the proper methods and standards for service uniform wear/appropriate business attire. Participants will wear uniforms/business attire and will be inspected daily ensuring statewide adherence to department policy. Participants will also be given the opportunity to inspect others. (Command Skills, Motivating Others, Composure)

Conflict Resolution

Participants will receive instruction in problem-solving and pro-active resolutions of conflict among staff members by supervisors and managers. (Motivating Others, Managing Diversity, Problem Solving, Process Management). Participants will become familiar with the employee Disciplinary process and the proper corrective actions to take in issuing disciplinary action. The participants will be instructed in the reasoning, process, and various types of discipline an employee can receive. (Planning, Process Management, Command Skills, Drive for Results, Written Communications, Managing Diversity, Motivating Others, Composure)

SERGEANT'S ACADEMY – WEEK 2

Uniform Inspection

Participants will learn the proper methods and standards for service uniform wear/appropriate business attire. Participants will wear uniforms/business attire and will be inspected daily ensuring statewide adherence to department policy. Participants will also be given the opportunity to inspect others. (Command Skills, Motivating Others, Composure)

Grievance Resolution

Participants will be given instruction regarding supervisor responsibility in inmate/probationer grievance resolution. The purpose of the course is to inform the participants in methods of dealing with grievances to better resolve the inmate issues or differences at the lowest level possible. (Problem Solving, Written Communications, Timely Decision Making)

Command Presence

Participants will learn the importance of supervisors and managers presenting a command presence among staff and inmates. Participants will understand the requirement and benefit of supervisors and managers in presenting a professional appearance; professional attitude; and professional speech. (Command Skills, Composure, Motivating Others, Drive for Results)

Participative Leadership and Delegation

Participant will be educated on the proper delegation of responsibilities and tasks in a professional and guiding manner. (Command Skills, Composure, Written Communications, Drive for Results, Process Management, Planning)

Participant Presentations

Participants will prepare and present a 15 minute class presentation to their peers for mentoring and instructor building quality. This presentation will assist the participant in communication, command presence, and writing skills. (Written Communications, Command Skills, Composure, Motivating Others)

Comprehensive Examination/Final Assessment

Participants will be required to demonstrate their proficiency and knowledge of courses attended. This final assessment must be passed with a minimum score accumulative of 80% or more for successful graduation from the prestigious Sergeant's Academy. (Composure, Written Communications, Command Skills)

BASIC CORRECTIONAL EXECUTIVE TRAINING FY19-20

MONDAY = 0.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
TUESDAY = 0.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
WEDNESDAY = 8.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 12:00	First Aid/CPR/AED Certification	4.0		
	12:00 - 1:00	Lunch			
	1:00 - 2:00	First Aid/CPR/AED Certification (continued)	1.0		
	2:00 - 3:00	Liability	1.0		
	3:00 - 5:00	Tennessee and Constitutional Law	2.0		
THURSDAY = 8.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 10:00	Security and Custody Levels	2.0		
	10:00 - 12:00	Working with Mental Health Offenders	2.0		
	12:00 - 1:00	Lunch			
	1:00 - 2:00	Incident Reporting	1.0		
	2:00 - 5:00	Basic Report Writing	3.0		
FRIDAY = 4.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 10:00	Verbal Self-Defense	2.0		
	10:00 - 11:00	TDOC Overview	1.0		
	11:00 - 12:00	Central Communications Center	1.0		

Total Hours: 20.0

Participants:

Note: Breaks are incorporated by utilizing the 50-minute Academic Hour.

BASIC CORRECTIONAL EXECUTIVE TRAINING FY19-20

First Aid

Correctional employees face the possibility of having to administer emergency first aid on a daily basis. The purpose of this course is to provide them with the skills and knowledge to accomplish these life saving techniques. This course covers First Aid topics and is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. The course will culminate with a post test and participants who successfully complete all components will be issued an American Red Cross First Aid Certification Card.

CPR

This course is the Adult CPR component. This course is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. This course also includes instruction on the AED device. The course will culminate with a post test and participants who successfully complete all components will be issued an American Red Cross Adult CPR Certification Card.

Liability

During this course of instruction, we will discuss the State and federal laws and TDOC policies that govern the use of state issued firearms.

Tennessee Law

The lesson is taught via a combination of lecture and discussion. The purpose of this lesson is to ensure staff employed by the Tennessee Department of Correction becomes familiar with Tennessee Code Annotated (TCA) chapters that pertain to community supervision. This lesson is best taught by using the traditional classroom setting. The instructor should be well versed in this material in order to answer any specific questions relating to TCA. During this block of instruction, a computerized slide show presentation will be used to enhance the delivery of the information.

Constitutional Law

This course will discuss the United States Constitutional Foundations as it relates to law enforcement and Corrections. The Bill of Rights will be discussed with particular attention to the 4th, 5th, 6th, and 8th amendments. Several Court cases in the development of Federal and State applications of law will be reviewed. The results of not following the Constitution, federal and State Law along with TDOC Policy will be discussed. Finally, a survey of some common laws, and the police powers of the Department are discussed to allow the student to gain some connection between theory and how the TDOC and the State of Tennessee must conduct business in relation to the Constitution.

Instructor Development Course (T4T) Program Schedule - FY 19-20

MONDAY = 8.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 9:00	Orientation	1.0		
	9:00 - 10:00	Introduction-Icebreakers	1.0		
	10:00 - 12:00	Roles and Responsibilities	2.0		
	12:00 - 1:00	Lunch			
	1:00 - 2:00	Instructor Etiquette	1.0		
	2:00 - 4:00	Communication, Professionalism, & Command Presence	2.0		
	4:00 - 5:00	Presentation Skills	1.0		
	5:00 - 6:00	Dinner			
TUESDAY = 8.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 10:00	Presentation Skills-Exercise (Practicum)	2.0		
	10:00 - 12:00	Role of the Instructor, Legal Aspects of Training	2.0		
	12:00 - 1:00	Lunch			
	1:00 - 3:00	Creating a Lesson Plan	2.0		
	3:00 - 5:00	Training Aids	2.0		
	5:00 - 6:00	Dinner			
WEDNESDAY = 10.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 10:00	Knowing Your Audience-Adult Learning Theory	2.0		
	10:00 - 12:00	Leading by Positive Example	2.0		
	12:00 - 1:00	Lunch			
	1:00 - 3:00	Classroom Management	2.0		
	3:00 - 5:00	Team Synergy	2.0		
	5:00 - 6:00	Dinner			
	6:00 - 8:00	Lesson Plan Development	2.0		
THURSDAY = 10.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 12:00	Lesson Plan Development	4.0		
	12:00 - 1:00	Lunch			
	1:00 - 5:00	Lesson Plan Development	4.0		
	5:00 - 6:00	Dinner			
	6:00 - 8:00	Lesson Plan Development	2.0		
FRIDAY = 4.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	6:00 - 8:00	Linen Exchange			
	8:00 - 12:00	Final Teach-Back Presentations	4.0		

Total Hours: 40.0

Participants:

Note: Breaks are incorporated by utilizing the 50-minute Academic Hour.

INSTRUCTOR DEVELOPMENT COURSE (T4T)

Orientation

Participants are welcome to the training environment and are acclimated to the Academy campus, advised of Academy Rules and Regulations, and are provided with the academic program overview/expectations.

Introduction-Icebreakers

When one is learning to instruct or facilitate a classroom, you have to learn how to start the learning process. Participants are instructed in how to introduce the classroom material and also how to integrate icebreakers into the learning environment.

Roles and Responsibilities

In this program participants are learning how to instruct and facilitate a classroom. Participants are instructed about their roles and responsibilities as instructors.

Instructor Etiquette

Participants are instructed in instructor etiquette will allow the class participants to see the instructor as a professional and will create a successful learning environment. Whether you are a novice or an experienced instructor, it is always helpful to review instructor etiquette, which is exactly what will take place during this class.

Communication, Professionalism and Command Presence

This course is designed to examine what it takes to communicate well in a correctional setting. Good communication is absolutely essential. We must be able to communicate with other staff and inmates as well as the public in order to complete our mission. We will also discuss the role professionalism and being a good role model plays in our day to day work. Last, but certainly not least, we will discuss the importance of maintaining a "command presence".

Presentation Skills-Exercise

Participants learn how to prepare for a presentation, the guidelines of delivery, effective presentation, and handling disruptive behavior. Participants will also participate in practicum exercise to demonstrate their ability to present material.

Role of the Instructor, The Legal Aspects of Training

Participants will be given instruction and tools to instruct general topic classes. Participants will be aware of the guidelines mandated by the Department of Corrections and Community Supervision. Following these guidelines and lesson plans participants will ensure that the students they instruct will have proper up to date information that will reduce the chance of legal litigation.

Creating a Lesson Plan

This class includes instruction on the purposes, requirements and steps to creating a lesson plan so that each participant will have the knowledge to help write a lesson plan during the Lesson Plan Development Class Project.

Training Aids

This course is designed to learn the best guidelines for each of the mentioned training aids. As you know, an effective presentation includes materials that support the content. Such materials include power point, handouts, a flipchart, overheads, videos, or chalkboard /whiteboard. Training aids should be helpful to the instructor, not used as a crutch and not to provide text for the instructor to read. With so many different features and options, especially with power point, we have to remind ourselves of the old adage: "Just because you can, doesn't mean you should."

Knowing Your Audience-Adult Learning Theory

Participants are familiarized with the different ways people learn. The way one individual learns can be different than the next. As an Instructor you have to be able to adapt to their learning behavior. In this section participants learn about The Adult Learning Theory.

Conflict Resolution

Conflict is a fact of life in both personal and professional arenas. Managing conflict in the workplace is extremely important to create a safe working environment, both mentally and physically, and to sustain productivity. This class will address six different sources of conflict and suggest self-assessment tools that can help managers understand their response to conflict.

Team Building

Participants are provided the foundational framework for the creation and facilitation of teambuilding environments. The participants are given exercises and are encouraged to use the strategies in the course to successfully meet the objectives of the exercises as a team.

Lesson Plan Development

Participants are required to create lesson plans and PowerPoints for the practical experience of the Lesson Plan Development Class Project.

Presentations

Participants will present the final creations of lesson plans and PowerPoints. During this period, instructors will critique and evaluate for the participants' learning.

New Supervisor Training Schedule FY 19-20

	Time Block	Training Module	Hrs.	Instructor(s)	Location
MONDAY = 10.0	8:00 - 9:00	Orientation	1.0		
	9:00 - 12:00	Respectful Workplace	3.0		
	12:00 - 1:00	Lunch			
	1:00 - 4:00	Respectful Workplace/RW for Supervisors	3.0		
	4:00 - 5:00	American Disabilities Act	1.0		
	5:00 - 6:00	Dinner			
	6:00 - 8:00	Supervisory Roles and Responsibilities	2.0		
TUESDAY = 8.0	8:00 - 12:00	Developing Direct Reports	4.0		
	12:00 - 1:00	Lunch			
	1:00 - 5:00	Competency and Behavioral Based Interviewing (C.A.B.B.I.)	4.0		
	5:00 - 6:00	Dinner			
WEDNESDAY = 10.0	8:00 - 11:30	S.M.A.R.T. Performance Planning	3.5		
	11:30 - 12:30	Lunch			
	12:30 - 4:00	Get S.M.A.R.T.ter	3.5		
	4:00 - 5:00	Drug Free Workplace	1.0		
	5:00 - 6:00	Dinner			
	6:00 - 8:00	Drug Free Workplace for Supervisors	2.0		
THURSDAY = 8.0	8:00 - 12:00	Performance Coaching	4.0		
	12:00 - 1:00	Lunch			
	1:00 - 5:00	Great Customer Service	4.0		
	5:00 - 6:00	Dinner			
FRIDAY = 4.0	6:00 - 8:00	Linen Exchange			
	8:00 - 9:00	Employee Assistance Program for Supervisor	1.0		
	9:00 - 10:00	Making the Transition	1.0		
	10:00 - 11:00	Preparing to Supervise/Plan of Action	1.0		
	11:00 - 12:00	Evaluations/Graduation	1.0		

Total Hours: 40.0

Participants:

Note: Breaks are incorporated by utilizing the 50-minute Academic Hour.

NEW SUPERVISOR TRAINING FY19-20

Orientation

The goal of this course is to allow participants to envision themselves as successful supervisors and be empowered to succeed by giving them the tools and skills required. Participants will be introduced to the course and each other and class expectations.

Respectful Workplace/RW for Managers

This course is designed to thoroughly examine “Employee Sexual Misconduct, Sexual Harassment, and Workplace Harassment.” Through a combination of discussion and group activities, we will identify the “protected classes” covered in this policy. We will review Department of Human Resources (DOHR) definition of workplace harassment and retaliation, and analyze examples of workplace harassment. It is only through a complete and shared understanding of these issues, that we can create a productive workplace free of harassment, hostility and retaliation.

Americans With Disability Act

This course is designed to provide the participant with an understanding of the American’s With Disabilities Act and its applications in and impact on the work place.

Supervisor Roles and Responsibilities

This module is designed to examine effective ways for the new supervisor to transition from line staff to supervisor. People new supervisors previously worked with may not be sure how to interact with them. This course provides the skills to go from being “self-oriented” to being “other oriented”.

Competency and Behavior Based Interviewing (CABBI)

During this workshop you will learn why using competency behavioral based questions is best practice. You will learn how to write and use such questions for interviewing applicants for job positions within your agency. In addition, you will learn how to make certain that such interview questions are legally acceptable to use during an interview. This is an experiential based training that allows participants to practice incorporating the concepts and receive feedback.

SMART Training

Participants are provided the SMART evaluation model and are educated on the proper format for job plans, interim plans, and evaluation methods for subordinates within the organization. Concepts of evaluating employees are discussed and encouraged for successful evaluation processes.

Get SMARTer

Participants will explore the philosophy of higher learning, analyze the performance rating definitions, and learn questions and skills for coaching for higher performance.

Drug Free Workplace / Drug Free Workplace For Supervisors

Supervisors are to receive the basic “Drug Free Workplace” during CORE training. This course provides additional information for supervisors since they are charged with determining **reasonable suspicion**. Managers and Supervisors need additional information delineating their expanded role in establishing and maintaining a drug-free workplace.

Performance Coaching

Participants are given skills to utilize when receiving or giving feedback, receiving or giving constructive criticism and how to encourage staff to improve their own work habits.

Great Customer Service

The customer service skill set is mission critical to the success of moving Tennessee forward and transforming the way we do government. This course introduces participants to the GREAT customer service model.

Employee Assistance Program for Supervisors

During this course participants will learn what Employee Assistance Program (EAP) is, how to access the program, what services are provided and how it can be used as a tool for managers. Furthermore, the three referral levels and the steps to follow will be explained.

Making The Transition

This course will identify the common problems associated with making the transition from subordinate line staff to supervisor. Additionally it will arm the new supervisor with skills and methods for making this change with positive results

Preparing to Supervise/Action Plans

Through guided discussion and a structured activity, this course allows the newly appointed supervisor to develop an action plan to assist them in their future supervision and leadership roles

FIREARMS INSTRUCTOR COURSE SCHEDULE – FY 19-20

	Time Block	Training Module	Hrs.	Instructor(s)	Location
MONDAY = 10.0	8:00 - 8:15	Orientation	.25		
	8:15 - 8:45	Course Introduction	.5		
	8:45 - 11:00	Proficiency Skill Demonstration	2.25		
	11:00 - 12:00	Lunch			
	12:00 - 1:00	Policy Review/Instructor Liability	1.0		
	1:00 - 2:00	The Line Instructor(s)	1.0		
	2:00 - 3:00	Fundamentals of Shooting/Red Guns/Dry Firing Techniques	1.0		
	3:00 - 4:00	Common Shooting Errors	1.0		
	4:00 - 5:00	The Problem Shooter	1.0		
	5:00 - 6:00	Dinner			
	6:00 - 7:00	Principles & Mechanics of Vision	1.0		
	7:00 - 8:00	Target Analysis	1.0		
TUESDAY = 8.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 10:00	Revolver Lesson Plan	2.0		
	10:00 - 11:00	Revolver Practicum	1.0		
	11:00 - 12:00	Lunch			
	12:00 - 1:00	Revolver Practicum	1.0		
	1:00 - 3:00	Pistol Lesson Plan	2.0		
	3:00 - 5:00	Pistol Practicum	2.0		
	5:00 - 6:00	Dinner			
WEDNESDAY = 9.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 11:00	Range Officer Practicum	3.0		
	11:00 - 12:00	Lunch			
	12:00 - 5:00	Range Officer Practicum	5.0		
	5:00 - 6:00	Dinner			
	6:00 - 7:00	Presentation Preparation (Self-Study)	1.0		
THURSDAY = 10.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 10:00	Shotgun Lesson Plan	2.0		
	10:00 - 11:00	Shotgun Practicum	1.0		
	11:00 - 12:00	Lunch			
	12:00 - 1:00	Shotgun Practicum	1.0		
	1:00 - 5:00	Range Practicum	4.0		
	5:00 - 6:00	Dinner			
	6:00 - 8:00	Flashlight Drills/Dim Light Course/Decision Shooting-Simulator	2.0		
FRIDAY = 3.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	6:00 - 8:00	Linen Exchange			
	8:00 - 10:00	Student Presentations	2.0		
	10:00 - 11:00	Course Summary/Evaluations	1.0		

Total Hours: 40.0

Participants:

FIREARMS INSTRUCTOR COURSE

Orientation/Course Introduction

Participants will be given an overview of the course, the participant workbook and the expectations for the class.

Qualification Course

Participants will complete the Standard Qualification Course and must obtain a score of 90% with all weapons to be eligible to continue the program.

Policy Review

Participants will complete an in-depth review of TDOC Policy 506.08, The Use of Force/Use of Weapons for Deadly Force and its' requirements.

The Line Instructor

This course is designed to provide the participant with information regarding range safety, instructional techniques, and firing line interaction, training aids, firing line checklists, clearing the line and scoring the targets.

Fundamentals of Shooting

This course will provide the participant with the foundation of good shooting to include consistent ammunition performance, consistent weapon, performance, and consistent shooter performance. Other topics discussed are target shooting vs. combat shooting, the balance between speed and accuracy, stance, grip, sight alignment, sight picture, respiration, trigger control and follow through.

Common Shooting Errors

The shooter must consistently and correctly apply the fundamentals of shooting to every shot fired. When the shooter performs poorly, the firearms instructor must observe, detect, explain and correct errors in shooting. This course is designed to provide the participant with the most common shooting errors and suggestions for correction.

The Problem Shooter

The majority of the instruction time will be spent with the problem or struggling shooter. This can be both rewarding and frustrating. It is important for both to maintain a positive attitude. The success of any instructor is measured by the success of the shooter. This course will provide the skills to diagnose and correct shooting problems.

The Mechanics of Vision

This course provides a basic understanding of anatomy and physiology of the eye and how vision affects shooting. Common vision problems are discussed along with issues when shooting in diminished light and monocular vs. binocular vision.

Target Analysis

When observing, detecting, explaining and correcting marksmanship errors, the target can be used as a valuable source of clues. This course will provide the participant with information on how to analyze the target and assess possible causes of shooting errors.

Revolver and Pistol Lesson Plan

Participants will be presented the lesson plans for the revolver and pistol that details the nomenclature, safety issues, ammunition issues, etc.

Revolver and Pistol Practicum

Participants will participate in a qualification course utilizing each weapon with the other participants.

Range Officer Practicum

Participants will observe experienced range officers directing range activities.

Presentation Preparation

Participants will be assigned lesson plans to instruct and will prepare their instruction method during this time period.

Shotgun Lesson Plan

Participants will be presented the lesson plans for the shotgun that details the nomenclature, safety issues, ammunition issues, etc.

Shotgun Practicum

Participants will participate in a qualification course utilizing the shotgun with the other participants.

Range Practicum

Participants will each have an opportunity to conduct a live-fire exercise as the range commander.

Instructor Presentations

Participants will present the lesson plans they were assigned to present and will be evaluated by the instructor as to their presentation skills and accuracy.

INCIDENT COMMAND SYSTEM – FY 19-20

MONDAY = 8.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 8:15	Orientation	.25		
	8:15 - 9:30	Introduction to Incident Command: Module #1	1.25		
	9:30 - 11:00	Elements of Command: Module #2	1.5		
	11:00 - 12:00	Incident Objectives & Levels of Command: Module #3	1.0		
	12:00 - 1:00	Lunch			
	1:00 - 2:30	Incident Objectives & Levels of Command: Module #3	1.5		
	2:30 - 3:30	Exercise Components: Module #4	1.0		
	3:30 - 5:00	ICS Scenarios	1.5		
TUESDAY = 8.0	5:00 - 6:00	Supper			
	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 12:00	ICS Scenarios	4.0		
	12:00 - 1:00	Lunch			
	1:00 - 5:00	ICS Scenarios	4.0		
	5:00 - 6:00	Supper			
WEDNESDAY = 4.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	6:00 - 8:00	Linen Exchange			
	8:00 - 11:45	ICS Scenarios	3.75		
	11:45 - 12:00	Training Design/Evaluations	.25		

INCIDENT COMMAND SYSTEM TRAINING

Orientation

Participants are welcome to the training environment and are acclimated to the Academy campus, advised of Academy Rules and Regulations, and are provided with the academic program overview/expectations.

Introduction to Incident Command: Module #1

This lesson plan introduces TINCOM - Tennessee Incident Command for Corrections and provides participants with a fundamental understanding of line level response to emergencies in an institutional setting.

Elements of Command: Module #2

This lesson plan provides line level supervisors with a fundamental understanding of line level response to emergencies in an institutional setting. Participants will be able to effectively use the elements of command.

Incident Objectives & Levels of Command: Module #3

In this section we will begin talking about the individual functions that are performed during ICS and the responsibilities of those functions. Objectives of the mission within the levels of the command structure are also covered.

Exercise Components: Module #4

This lesson plan introduces the proper method of creating and conducting simulations consistent with the Incident Command System for Corrections that are safe and minimally disruptive to the operation. Participants will be able to design and conduct a basic simulation as a training exercise.

ICS Scenarios

This lesson plan introduces the basic practicum portion of the Incident Command System for Corrections course. This module will cover a period of instruction of one and half days and allow participants to engage in controlled ICS environments to include but not limited to fixed command post, mobile command post, unified command system, etc.

Training Design/Evaluations

The purpose of this period is to review and obtain a summative evaluation from the students of the training program. These evaluations will be considered in redesigning the program to provide quality education.

Institutional Field Training Officer Program Schedule FY 19-20

MONDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 8:15		Introduction	.25		
	8:15 - 9:00		Program Overview	.75		
	9:00 - 12:00		FTO Program Characteristics	3.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Training the FTO	4.0		
	5:00 - 6:00		Dinner			
TUESDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	6:00 - 8:00		Linen Exchange			
	8:00 - 10:00		Module Checklist	2.0		
	10:00 - 12:00		Writing Module Checklist	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 4:30		IFTO Presentations	3.5		
	4:30 - 5:00		Evaluations	.5		

INSTITUTIONAL FIELD TRAINING OFFICER TRAINING

Program Overview

This module will give the participants an overall description of the Field Training Officer program and what will be expected of them during the course.

FTO Program Characteristics

This module will discuss the benefits of performance based training, completion of the various checklists, the evaluation process and follow-up after the two-week OJT.

Training the FTO

This module will focus on the duties of the supervising Institutional Field Training Officer and non-supervisory Field Training Officers as it relates to the new employees to the facility. This course also discusses the qualities that should be looked for when selecting the Field Training Officers.

Module Performance Checklist

During the OJT process, there will be certain skill in which the new correctional officer will be required to demonstrate proficiency. This course will examine the checklists and what information needs to go on the checklist to obtain the objective desired

Writing Module Performance Checklists

During this class, participants will write checklists that will be evaluated to see if the step-by-step instructions listed on the checklist will obtain the stated objective.

IFTO Presentations

The participants will present their assigned portion of the FTO training lesson plan and the instructor will evaluate their presentation ability.

ALERRT LEVEL 1 TRAINING FY19-20

MONDAY = 8.0	Time Block		Training Module	Hrs.	Instructor(s)	Location
	8:00 - 12:00		ALERRT Training	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		ALERRT Training	4.0		
	5:00 - 6:00		Dinner			
TUESDAY = 8.0	Time Block		Training Module	Hrs.	Instructor(s)	Location
	6:00 - 8:00		Linen Exchange			
	8:00 - 12:00		ALERRT Training	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		ALERRT Training	4.0		

ALERRT LEVEL 1 TRAINING FY 2019-2020

ALERRT Training

This dynamic course of instruction is designed to prepare the first responder to isolate, distract, and neutralize an active shooter. This course will cover shooting and moving, threshold evaluation, concepts and principles of team movement, setting up for and room entry techniques, approach and breaching the crisis site, secondary responder tactics, improvised explosive devices, and post engagement priorities of work. The course will culminate with dynamic force-on-force scenarios.

CHEMICAL AGENT INSTRUCTOR – FY 19-20

MONDAY = 4.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	6:00 - 8:00	Linen Exchange			
	8:00 - 12:00	Chemical Agent Instructor	4.0		

CHEMICAL AGENT INSTRUCTOR TRAINING FY 2018-2019

Chemical Agent Instructor

This course provides participants teaching on the use and effects of aerosol chemical agent through demonstration and practical application in order for them to teach others on the safe application of chemical agents.

DISCIPLINARY BOARD TRAINING SCHEDULE – FY 19-20

MONDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 8:30		Orientation	.5		
	8:30 - 12:00		Policy Review	3.5		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Mock Hearings	4.0		
	5:00 - 6:00		Dinner			
TUESDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Policy Questions	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Mock Hearings	4.0		
	5:00 - 6:00		Dinner			
WED = 4.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	6:00 - 8:00		Linen Exchange			
	8:00 - 11:00		Legal Issues	3.0		
	11:00 - 12:00		Evaluations/Certificates	1.0		

DISCIPLINARY BOARD TRAINING

Orientation

Participants are provided with an overview of the program detailing the academy rules and expectations of the participants throughout the program. Participants are provided with an orientation of the Academy campus and services that are present.

Policy Review

Participants will complete an in-depth review of TDOC Policies 502.01 Uniform Disciplinary Procedures, 502.02 Disciplinary Punishment Guidelines, 502.05 Definitions of Disciplinary Offenses and their requirements.

Mock Hearings

Attendees will participate in mock disciplinary hearings utilizing the skills learned during the training course and discuss lessons learned and objectives.

Legal Issues

Participants will meet with legal staff to discuss legal matters relevant to the disciplinary board process.

ADULT TRANSPORTATION OFFICER COURSE SCHEDULE

Week 1 - FY 19-20

MONDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		Orientation/Course Introduction	1.0		
	9:00 - 12:00		Pistol Familiarization Lab	3.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:30		Pistol Familiarization Lab	2.5		
	3:30 - 5:00		Shooting Principles Lab	1.5		
	5:00 - 6:00		Dinner			
TUESDAY = 8.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Familiarization Practicum	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 2:00		Written Exam/Remedial (if necessary)	1.0		
	2:00 - 5:30		Live Fire Drills	3.5		
	5:30 - 6:30		Dinner			
WEDNESDAY = 10.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Live Fire Drills	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:30		Stoppage Reduction Drills	4.5		
	5:30 - 6:30		Dinner			
	6:30 - 8:30		Low Light Shooting	2.0		
THURSDAY = 7.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	9:00 - 12:00		Live Fire Drills	3.0		
	12:00 - 1:00		Lunch			
	1:00 - 4:00		Live Fire Drills	3.0		
	4:00 - 5:30		Qualification / Remedial (if necessary)	1.5		
	5:30 - 6:30		Dinner			
FRIDAY = 3.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	6:30 - 7:30		Linen Exchange			
	8:00 - 10:00		Qualification	2.0		
	10:00 - 11:00		Range Clean-up/Weapon Maintenance	1.0		

ADULT TRANSPORTATION OFFICER COURSE SCHEDULE

Week 2 - FY 19-20

MONDAY = 8.25	Time Block	Training Module	Hrs.	Instructor(s)	Location
	7:45 - 8:00	Orientation/Uniform Inspection	.25		
	8:00 - 9:00	Public Relations	1.0		
	9:00 - 10:00	Effective Communication/Radio Communication	1.0		
	10:00 - 11:00	Inmate/Vehicle Searches	1.0		
	11:00 - 12:00	Vehicle Maintenance/Inspection	1.0		
	12:00 - 1:00	Lunch			
	1:00 - 2:00	Restraints Review	1.0		
	2:00 - 3:00	Custody Level Transport	1.0		
	3:00 - 5:00	Use of Riot Baton (Long Baton)	2.0		
TUESDAY = 10.25	Time Block	Training Module	Hrs.	Instructor(s)	Location
	7:45 - 8:00	Uniform Inspection	.25		
	8:00 - 12:00	RACC Belt	4.0		
	12:00 - 1:00	Lunch			
	1:00 - 3:00	RACC Belt	2.0		
	3:00 - 5:00	Stun-Cuff (ERD)	2.0		
	5:00 - 6:00	Dinner			
	6:00 - 8:00	Weapon Retention	2.0		
WEDNESDAY = 8.25	Time Block	Training Module	Hrs.	Instructor(s)	Location
	7:45 - 8:00	Uniform Inspection	.25		
	8:00 - 10:00	Situational Awareness	2.0		
	10:00 - 12:00	Contraband	2.0		
	12:00 - 1:00	Lunch			
	1:00 - 3:00	Loading/Unloading Vehicles Practicum	2.0		
	3:00 - 4:00	Specialized Transportation/Emergency Responses	1.0		
	4:00 - 5:00	Proper Chase Procedures	1.0		
THURSDAY = 10.25	Time Block	Training Module	Hrs.	Instructor(s)	Location
	7:45 - 8:00	Uniform Inspection	.25		
	8:00 - 9:30	Defensive Driving/NEVO (Classroom)	1.5		
	9:30 - 11:30	Defensive Driving/NEVO (Practicum)	2.0		
	11:30 - 12:30	Lunch			
	12:30 - 5:00	Transportation Scenarios (Practicum)	4.5		
	5:00 - 6:00	Dinner			
	6:00 - 8:00	Transportation Scenarios (Practicum)	2.0		
FRIDAY = 3.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	6:00 - 8:00	Linen Exchange			
	8:00 - 10:00	Transportation Scenarios (Practicum)	2.0		
	10:00 - 10:30	Evaluations/Closing Remarks	.5		

ADULT TRANSPORTATION OFFICER TRAINING PROGRAM

Week 1 - FY 2019/2020

Orientation

Participants are provided with an overview of the program detailing the academy rules and expectations of the participants throughout the program. Participants are provided with an orientation of the Academy campus and services that are present.

Course Introduction

Participants are introduced to the firearms portion of their occupation. Discussed are the fundamentals of firearms training and expectations from the instructors. Safety rules are thoroughly discussed.

Pistol Familiarization Lab

This course covers a familiarization and introduction to pistols, more specifically semi-automatic pistols. During this period, the nomenclature of the firearms is discussed as well as the purpose of each part.

Shooting Principles Lab

This course provides the basic principles to shooting or firing a weapon. Participants practicing these basic principles will work toward success on the range.

Familiarization Practicum

Participants are provided with the opportunity to practice using unloaded pistols drawing from the holster and lining up sights to practice the basic shooting principles.

Live Fire Drills

Participants move to the range and begin live fire drills with the firearm. Various exercises are employed to prepare students for the qualification course of fire and defense while carrying the weapon.

Stoppage Reduction Drills

Participants practice handling problems or malfunctions of the firearm in order to rectify the problem and continue defending oneself.

Low Light Shooting

Participants move to the range and begin live fire drills with the firearm during low light conditions. Various exercises are employed to prepare students for defense while carrying the weapon.

Live Fire Drills

Participants move to the range and begin live fire drills with the firearm. Various exercises are employed to prepare students for the qualification course of fire and defense while carrying the weapon.

Stoppage Reduction Drills

Participants practice handling problems or malfunctions of the firearm in order to rectify the problem and continue defending oneself.

Qualification

Participants are on the firearms range and begin the qualification course. Students are required to complete with a minimum score of 200 out of 250.

ADULT TRANSPORTATION OFFICER TRAINING PROGRAM

Week 2 - FY 2019/2020

Orientation/Uniform Inspection

Participants are provided with an overview of the program detailing the academy rules and expectations of the participants throughout the program. Participants are provided with an orientation of the Academy campus and services that are present.

The participants will have uniform inspection daily as part of their program to prepare them for the daily chore of ensuring their own uniform is up to or exceeding standards within policy and/or directives.

Participants are provided time to allow for studying and understanding the information required to obtain their CDL during breaks and out-of-class time.

Effective Communication/Radio Communication

This course includes communicating with staff, the media, and the public while examining ways to enhance communication with your team in order to achieve high-level performance. Proper radio communication is also addressed.

Custody Level Transport

In this course, the transportation officer will become familiarized with the custody levels of offenders and understand the importance of custody supervision guidelines pertaining to the transportation aspect of offenders.

Vehicle Maintenance/Inspection

This class will provide the participants with knowledge of vehicle maintenance procedures, vehicle security, proper use of vehicle, required forms, vehicle inspection, and what to do in case of an accident.

Use of Riot Baton (Long Baton)

Policy mandates that employees be properly trained in the use of such less-lethal equipment before its use. The instructor will review policy 506.08 regarding batons in the use of force. Participants will be shown how to hold the baton, proper stance positions, striking techniques and blocking techniques. Vulnerable parts of the body will be discussed as well as appropriate striking areas. Participants will be required to demonstrate their proficiency with the long baton during drills.

Proper Chase Procedure

This course will concentrate on transportation rules and procedures and the proper way to escort inmates in various situations. Participants will be familiarized with the procedures of properly conducting duties as a chase officer.

RACC Belt

This course will introduce the NOVA Remotely Activated Custody Control Belt in its various versions; RACC Belt I, II, III, and IV. Upon passing the 23 question written exam; completion of a skills practice where they will test the belt for functioning and proper placement on a subject, they will receive certification in the RACC Belt.

Stun-Cuff (ERD)

This course will introduce the ankle stun-cuff restraint device for use in transportation details. Upon completion of lecture and demonstration of the use of the device, participants will be able to use the device as needed during their duties.

Scenarios

Transportation scenarios encompass the culmination of information from the previous courses into real time scenarios that participants must display competency while simulating various duties during transportation practicum activities. There will be review or critique briefly after each scenario for the participants.

Loading/Unloading Vehicles

This course will focus specifically on loading and unloading the passenger vans and busses covering safety precautions and measures apply to vehicles of any size and capacity within policy and authorized procedures as a transportation officer.

Inmate/Vehicle Searches

Participants are provided with an overview and familiarization of proper searching techniques of persons and vehicles.

Specialized Transportation/Emergency Responses

This course will focus on specialized transportation issues and the proper response to emergency situations that are common and uncommon while transporting persons. Participants will learn the actions to take for anticipated issues and opportunities that are a surprise.

Situational Awareness

Participants are provided an opportunity to learn safety tips and concerns while on and off the job concerning carrying weapons and being aware of their environment. Similar to law enforcement across the country, time history has provided lessons to reduce the opportunity for damage or injury from being oblivious to warning signs present in society of danger.

Weapon Retention

This course covers the defensive tactic ability to retain a firearm when someone attempts to take possession from a holster; has taken the weapon from the officer; or has a firearm in close proximity to an officer. The participants are instructed in tactics to defend and reduce the opportunity of death or serious bodily injury.

Defensive Driving/NEVO & Scenarios

This course provides the Defensive Driving portion of safely operating a motor-vehicle under non-emergency conditions or **Non-Emergency Vehicle Operations**. During this period of instruction, participants learn the manner of operating a vehicle in accordance with state laws and operating a vehicle with due regard to public safety.

Participants are separated into teams equally and while some receive the practicum in NEVO, the other team begins scenarios. Upon completion of each team assigned training element, the teams will attend the other element and complete that portion of the training.

Scenarios encompass the culmination of information from the previous courses into real time scenarios that participants must display competency while simulating various duties during transportation practicum activities. Participants not involved in the transport will be role players for those participants engaged in the training session so all may benefit from observing the scenarios. There will be review or critique briefly after each scenario for the participants.

Evaluations/Closing Remarks

Participants are provided with an opportunity to share their experience and suggestions for program improvement with the training management team as a summative evaluation of the training program. Instructors will provide last remarks concerning the program and provide a review or critique to the scenario performances.

VISITATION SUPERVISORS' TRAINING SCHEDULE – FY 18-19

TUESDAY = 4.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	1:00 - 1:15		Orientation	.25		
	1:15 - 5:00		Visitation Officers	3.75		
WEDNESDAY = 4.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:45		Visitation Officers	3.75		
	11:45 - 12:00		Evaluations	.25		

VISITATION SUPERVISORS' TRAINING

Orientation

Participants are provided with an overview of the program detailing the academy rules and expectations of the participants throughout the program. Participants are provided with an orientation of the Academy campus and services that are present.

Visitation Officers

Participants are provided training and guidance covering visitation rules, customer service, and techniques to prevent the introduction of contraband.

HOSTAGE/CRISIS NEGOTIATOR COURSE SCHEDULE – FY 19-20

MONDAY = 9.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 9:30	Orientation and Introduction	1.5		
	9:30 - 12:00	Introduction and Fundamentals	2.5		
	12:00 - 1:00	Lunch			
	1:00 - 2:00	Positions and Functions	1.0		
	2:00 - 3:00	Coaching and TPI's	1.0		
	3:00 - 4:00	Situation Boards	1.0		
	4:00 - 5:00	Dinner			
	5:00 - 7:00	The Assessment Process	2.0		
TUESDAY = 9.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	7:00 - 8:00	Communication	1.0		
	8:00 - 10:00	Active Listening Skills (ALS)	2.0		
	10:00 - 11:00	Interactive Video Game	1.0		
	11:00 - 12:00	Lunch			
	12:00 - 1:00	Crisis Triad	1.0		
	1:00 - 2:00	Crisis Intervention	1.0		
	2:00 - 3:00	Crisis in Corrections	1.0		
	3:00 - 5:00	Negotiation Simulation (Back 2 Back)	2.0		
	5:00 - 6:00	Dinner			
WEDNESDAY = 9.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	7:00 - 9:00	Face to Face Negotiations	2.0		
	9:00 - 10:00	Anatomy of a Hostage	1.0		
	10:00 - 11:00	Suicide Assessment and Intervention	1.0		
	11:00 - 12:00	Lunch			
	12:00 - 1:00	Negotiation Simulation (Back 2 Back)	1.0		
	1:00 - 3:30	Role Play Scenario – Bus	2.5		
	3:30 - 4:00	Debrief	.5		
	4:00 - 5:00	Face to Face Negotiations	1.0		
	5:00 - 6:00	Dinner			
THURSDAY = 8.5	Time Block	Training Module	Hrs.	Instructor(s)	Location
	7:00 - 9:00	Terrorism and Extremism (Beslan Video)	2.0		
	9:00 - 10:00	Social Media and Cell Phones	1.0		
	10:00 - 11:00	Face to Face Negotiations	1.0		
	11:00 - 12:00	Lunch			
	12:00 - 1:00	Negotiation Simulation (Back 2 Back)	1.5		
	1:00 - 4:00	Role Play Scenario – Cell (Face to Face)	3.0		
	4:00 - 4:30	Debrief	.5		
	4:30 - 5:30	Dinner			
FRIDAY = 4.5	Time Block	Training Module	Hrs.	Instructor(s)	Location
	6:00 - 7:00	Linen Exchange			
	7:00 - 7:30	Written Exam	.5		
	7:30 - 10:30	Role Play Scenario	3.0		
	10:30 - 11:00	Debrief	.5		
	11:00 - 11:30	Graduation	.5		

HOSTAGE/CRISIS NEGOTIATOR TRAINING PROGRAM

FY 2019/2020

Orientation & Introduction to Negotiation

This class introduces Hostage/Crisis Negotiation and provides participants with a fundamental understanding how the negotiation process developed and what it means to “negotiate”. It gives a brief overview of the phases of the negotiation process and the basic objectives of a hostage/crisis negotiator. Also covered are the expectations of the program.

Positions and Functions

This course is designed to show participants the different aspects that are required to be a good negotiator. It will also introduce the team structure and the role of the team during hostage/crisis negotiations.

Situation Boards

This course will introduce new negotiators to the importance of a situation board and how it can be an effective form of communication. It is also an essential tool which allows for all of the information being collected to be condensed into one place and to constantly be updated with accurate information.

Communication

Communication is crucial to the negotiations process. This course focuses on developing a sensitivity and awareness to the many ways of communicating and their role in the negotiations process.

Active Listening Skills

This class will focus on understanding what active listening skills are and how to effectively use these skills to enhance hostage/crisis negotiations. This class also deals with the Art of Coaching as it applies to hostage/crisis negotiation in aiding the primary negotiator.

Face to Face Lecture

This course is designed to acquaint the negotiator with the face-to-face negotiation process and to provide them with guidelines for personal safety in these situations. At the end of the lecture period, there will be a practical application period where students will practice face-to-face negotiations.

Terrorism and Extremism

This class will inform the student about the history of Islam, key concepts in Islam and how to apply that knowledge to hostage negotiating.

Social Media in Negotiations

This course will provide participants with information concerning social media and how it can and has been used during hostage situations. The participant will learn what to look for and how to work with the media outlets.

SANITATION OFFICER TRAINING – FY 19-20

MONDAY = 8.0	Time Block		Training Module	Hrs.	Instructor(s)	Location
	6:00 - 8:00		Linen Exchange			
	8:00 - 8:15		Orientation	.25		
	8:15 - 10:15		ACA Standards / Policy Update	2.0		
	10:15 - 12:15		Correctional Environmental Standards	2.0		
	12:15 - 1:15		Lunch			
	1:15 - 2:15		Blood borne Pathogens / Pest Control	1.0		
	2:15 - 4:15		Safe Food Handling Practices / TN Food Service Laws	2.0		
	4:15 - 4:45		Test	.5		
	4:45 - 5:00		Evaluations	.25		
TUESDAY = 0.0	Time Block		Training Module	Hrs.	Instructor(s)	Location
WEDNESDAY = 0.0	Time Block		Training Module	Hrs.	Instructor(s)	Location
THURSDAY = 0.0	Time Block		Training Module	Hrs.	Instructor(s)	Location
FRIDAY = 0.0	Time Block		Training Module	Hrs.	Instructor(s)	Location

SANITATION OFFICER TRAINING

Orientation

Participants are provided with an overview of the program detailing the academy rules and expectations of the participants throughout the program. Participants are provided with an orientation of the Academy campus and services that are present.

ACA Standards – Policy Update

Participants will complete an in-depth review of TDOC Policy 112.01 Monitoring and Conducting Institutional Sanitation Inspections and its' requirements.

Correctional Environmental Standards

Participants will become familiar with environmental standards and the means to inspect and verify compliance.

Bloodborne Pathogens / Pest Control

This class will provide the participants with the ability to differentiate between blood-borne and air-borne pathogens, identify modes of transmission with regard to pest control, and identify proper Universal Precautions.

Safe Food Handling Practices / TN Food Service Laws

Participants will complete an in-depth review of TDOC Policy 116.05 Sanitation of Food Services, to gain knowledge and understanding of the standards for a healthy and sanitary environment for the storage, preparation, and service of food.

Test and Evaluations

Participants take a final test and provide an evaluation of their impression of the training program including any suggestions for changes as they observed.

Graduation

Participants graduate and are certified as Sanitations Officers.

CRISIS INTERVENTION TRAINING – FY 19-20

MONDAY = 9.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 9:00	Welcome Orientation & Introduction to CIT	1.0		
	9:00 - 9:30	NIC Overview CIT International	.5		
	9:30 - 11:00	Understanding Mental Illness	1.5		
	11:00 - 12:00	Mood & Thought Disorders	1.0		
	12:00 - 1:00	Lunch			
	1:00 - 2:30	New Asylums Video & Discussion	1.5		
	2:30 - 4:00	Voices Exercise	1.5		
	4:00 - 5:00	Understanding Personality Disorders	1.0		
	5:00 - 5:30	Dinner			
	5:30 - 6:30	End of Day De-Brief/Self-Awareness Check	1.0		
TUESDAY = 9.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 8:30	Day 1 Review / Discussion	.5		
	8:30 - 10:00	Code Video & Discussion	1.5		
	10:00 - 11:00	Substance Use Disorders	1.0		
	11:00 - 12:00	Post-Traumatic Stress	1.0		
	12:00 - 1:00	Lunch			
	1:00 - 2:00	Overview of Psychotropic Medication	1.0		
	2:00 - 4:30	Crisis Intervention/Active Listening/De-Escalation Skills	2.5		
	4:30 - 5:00	Diagnostic Impressions	.5		
	5:00 - 5:30	Dinner			
	5:30 - 6:30	End of Day De-Brief/Self-Awareness Check	1.0		
WEDNESDAY = 9.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	8:00 - 9:00	Introduction to Scenarios	1.0		
	9:00 - 12:00	Scenario Exercises	3.0		
	12:00 - 1:00	Lunch			
	1:00 - 4:00	Scenario Exercises	3.0		
	4:00 - 5:00	Scenario De-Brief	1.0		
	5:00 - 5:30	Dinner			
	5:30 - 6:30	End of Day De-Brief/Self-Awareness Check	1.0		
THURSDAY = 9.0	Time Block	Training Module	Hrs.	Instructor(s)	Location
	7:30 - 8:00	Introduction to Site Visits	.5		
	8:00 - 12:00	Site Visits	4.5		
	12:00 - 1:00	Lunch			
	1:00 - 1:30	Site Visits Debrief	.5		
	1:30 - 4:00	Self-Care/Emotional Survival	2.5		
	4:00 - 5:00	Staff Suicide Awareness	1.0		
	5:00 - 5:30	End of Day De-Brief/Self-Awareness Check	.5		
	5:30 - 6:00	Dinner			
	Time Block	Training Module	Hrs.	Instructor(s)	Location

	7:00 - 8:00	Linen Exchange			
	8:00 - 8:30	Week Review / Discussion	.5		
	8:30 - 9:30	NAMI Tennessee	1.0		
	9:30 - 10:30	Legal Concerns	1.0		
	10:30 - 11:30	Cultural & Gender Awareness	1.0		
	11:30 - 12:00	Graduation – Dismissal - Reception	.5		

CRISIS INTERVENTION TRAINING FY 2019-2020

The Tennessee Department of Correction (TDOC) has partnered with the Davidson County Sheriff's Office and the Robertson County Sheriff's Office to bring a nationally recognized training to Tennessee. The National Institute of Correction's (NIC) Crisis Intervention Training (CIT) teaches correctional staff to better manage individuals suffering from mental illness. CIT empowers front line staff to not only recognize symptoms of a mental health crisis, but also gives staff additional tools to de-escalate a potential critical situation.

WORKSHOPS

The following is a list of workshops that are provided for a variety of specialty groups.

Training Design Team Workshop – This workshop is for Training Specialists in the institutions and Community Supervision to come together with Academy staff, for the purpose of designing the following years' in-service training based on needs identified by supervisors or through evaluations.

Institutional Field Training Officer Workshop – This is a one day workshop for newly assigned and existing Institutional Field Training Officers. Participants will review policy, discuss any changes needed as well as discuss, "lessons learned," "best practices," and work together to identify any training needs.

Firearms Instructor Workshop – This workshop is for all full-time and adjunct Firearms Instructors TDOC-wide. (Mandatory twice annually for all Firearms Instructors)

IN-SERVICE TRAINING SCHEDULES AND COURSE DESCRIPTIONS

ANNUAL IN-SERVICE TRAINING – FY 2019-2020

All mandatory annual In-Service training will be conducted on site at Prison and at Community Supervision locations. The curriculum will be provided by the Academy. Additional In-Service training, beyond the mandatory training listed below, may be accomplished by attending job-related training conducted at or delivered through TCA, at local Technical Centers, or classroom and/or online training workshops and seminars, using the appropriate In-Service or Out-Service Training Request form.

***TDOC IN-SERVICE/CORE TRAINING SCHEDULE
FY 19-20***

Mandatory Training

Title VI

Emergency Operation Plans and Fire Safety

Four Minute Response

Tuberculosis Prevention and Control, and Communicable Diseases

Suicide Prevention

Drug-Free Workplace*

STG Identification

Prison Rape Elimination Act

HIV/AIDS

Intro to Use of Force

Code of Conduct – Ethics

*The Drug-free Workplace course will consist of one hour of training for non-supervisory staff, and three hours of training for all supervisors and managers.